



Special Events Contract Meeting

September 9, 2015

1. Review and discuss contracts
 - A. Reports on contracts and event research
 - B. Develop a list beneficial terms/duties
2. Establish goal – what is the desired outcome of the committee?
3. Set schedule for subsequent actions and deadlines
4. Develop document of recommendations to the City regarding development of an RFP

2015 Contracted Events List

KidzFest - Sat., May 16
June Classic Movie - Sat., June 13
June FNL - Fri., June 19
June Taylor Concert – Sunday, June 21
RIE – Friday, July 3 (Contractor also secured \$5,000 fireworks sponsorship)
July Classic Movie - Sat., July 11
July FNL - Fri., July 17
July Taylor Concert – Sunday, July 19
August Classic Movie - Sat., August 8
August FNL - Fri., August 21
August Taylor Concert – Sunday, August 23
Downtown Tailgate - Fri./Sat., September 11th and 12th
September Taylor Concert - Sun., September 20
Octobeerfest - Fri./Sat., October 16 & 17
Holly Jolly – Saturday, December 12

Thursday evening movies on the Courthouse Lawn (Contractor secured sponsorship to cover costs)



Special Events Contract Meeting

Draft Minutes

September 9, 2015

Attendees: Scott Dawson, Cory Garman, Christine Germeyer, Mark Lore, Steve Maclin, Christine Patrick and Jennifer Bell (Observing: Derek Gomes)

Cory opened the meeting outlining the agenda.

Steve Maclin reported on his findings from Charlottesville, VA, Lebanon, NH, St. Augustine, FL, and Waterford, VA.

For Charlottesville, he highlighted they are kid focused, bringing families together and offering the community a sense of place. He said they like to highlight nutritional information. They are targeting visitors from Richmond and D.C. as well emphasizing that it is a great place to live. He noted that they get support from the Dave Matthews Band Foundation. Some downtown businesses are sponsors for events. They use Survey Monkey but do not think it is a perfect tool for evaluation.

For Lebanon, NH, he indicated they have a staff of five people that do it all. Events are City funded and sponsored. They want to emphasize it as walkable and accessible and attract people to the downtown. They are very focused on City resident needs and families.

For St. Augustine, FL their goal was to bring visitors and benefit the economy. Some residents complain there are too many people brought by events. They measure success through numbers and dollars but were not clear on the economic impact to local businesses. They do a great job exploiting their heritage.

For Waterford, VA, their focus was educational and fundraising. Events are run by a non-profit. They are trying to get return visitors. For them a successful event generates 20,000 visitors.

Cory commented on the appeal of events that create a sense of place and repeat the story of the place.

Mark Lore reported on Staunton and Front Royal.

For Front Royal, he did not feel much was applicable due to events being run by the Chamber of Commerce.

For Staunton, he felt the town was more similar to Winchester including having a special assessment district. The City provides \$40,000 to the Staunton Downtown Development Association as well as the special tax assessment funds. They put on three events: a Holiday Parade, July 4 event and a Halloween event. They reach out for business sponsorship. They were very sensitive to the needs of downtown businesses even including their feedback in the review process of downtown events. Restaurants

generally do great during their events but retailers struggle and generally do not stay open late on Fridays. The SDDA serves as a liaison to merchants. He did not feel it would operate as a useful model for us.

Steve Maclin indicated he might look further into Roanoke as a community with a similar model to Winchester.

Jennifer Bell highlighted the Lititz Chocolate Festival. She noted that it is run by a non-profit organization and it is held to benefit non-profit causes, ticket sales were capped at 2,000, businesses donate 2,000 samples of chocolate and it operates within downtown businesses showcasing the town. She indicated this type of event could be a model to follow for Winchester for an event which might focus on Apple samples: Apple Pie, Apple Sauce, Apple Butter, Apple Dumplings etc.

Scott reported on his visit to Harrisonburg. He complimented how accessible Harrisonburg had been to him. They are a Main Streets organization (non-profit) funded partially by the City. The City sponsors events like a typical sponsor paying money and getting naming rights. Harrisonburg needs to make money from their events and sponsorships. Staff position Katy operates like a contractor appearing like a City employee but paid by the Main Streets organization. She sits on several boards of private events as the City Liaison. They have a full time volunteer coordinator. They are seeing tons of races which shut down the downtown. He discussed the Rock Town Beer festival and other events on their agenda. Generally their businesses want events when college students are out of town such as summer and the holidays.

Cory commented that Harrisonburg has 18 events, 6 holiday focused, 9 partnership, 2 beer events, 1 shopping, 2 clearly fundraisers and 1 history themed.

Scott noted that fundraising was a key element to their programming and they would have difficulty holding events that do not make money although they value cultural events.

Mark Lore noted that the goal of increased retail sales that had been a criticism of Winchester events was not a goal of any of the areas we researched.

Cory noted that everyone was having a difficult time in getting data like sales figures to see the impact to local businesses but that events could engage businesses even if they could not guarantee sales.

Christine noted "It's about community, it's about place," "the diversity of what we offer is the place." She said as a retailer it is helpful to be able to be open before and after an event for people who shop before and after.

Cory reported on Hampton, VA and 3 Rock as a contracting organization. He highlighted elements of their event contract such as coordinating brainstorming meetings and planning sessions. He noted that he thought the OTDB would have a larger role in selecting events and naming events especially since they are held accountable. He liked the specifics of the contracts highlighting measurable expectations. He indicated that they spend money to bring people and that it was about building community. The contractor was paid a set fee and then did fundraising or attracted sponsorship to pay for the event. He liked their definition of sponsorship and goals like increased participation in events. Although he indicated that we should also embrace capping attendees so events can be the best they can be.

He noted the Downtown Norfolk Arts Festival contract defines the event manager role, obligations, and availability down to the number of hours in a contracted period that they would spend on the event. It notes the right to control the brand by the organization while working with the contractor.

Action Items:

It was requested that Cory send out the additional contracts he referenced.

Cory asked committee members to draft a short paragraph with their take away from this meeting or observations and submit them electronically to Jennifer prior to the next meeting.

Jennifer requested this paragraph include some suggestions on the possible scope of work or deliverables that might be transferred to an RFP.

Cory suggested another meeting would be needed mid-October and late October leading to a document to propose to OTDB for discussion at the November retreat.

The next meeting was set for September 17 at 5 p.m.



2015 EVENTS DOWNTOWN HARRISONBURG

First Fridays Downtown | First Friday of every month
Art walk featuring exhibits, live music, + refreshments.
In partnership with Arts Council of the Valley. valleyarts.org

* **Taste of Downtown** | March 9-15 & November 9-15
Biannual restaurant week featuring local food & eateries.

MACRoCk | April 3-4
Music festival with 100+ bands & workshops.
Presented by MACRoCk. macrockva.org

* **Rocktown Beer & Music Festival** | April 25
100 craft brews and live music.

* **Renaissance Night** | May 16
Annual fundraiser for Harrisonburg Downtown Renaissance.

Court & Market Days Festival | June 6
Re-creation of the mid 1860s through music, dance, and more.
Presented by the Harrisonburg-Rockingham Historical Society. heritagecenter.com

Fridays on the Square | June 12-August 21
Live music every other Friday on historic Court Square.
Presented by Citizens for Downtown. fridaysonthesquare.com

FundFest | Every other Wednesday from May-August
Live music series + beer garden.
Presented by Rockingham Harrisonburg SPCA. rhspca.org

* **Valley Fourth** | July 4
Charity run, BBQ Cook-Off, parade, live music, beer garden
children's activities, & fireworks.

* Events organized by Harrisonburg Downtown Renaissance
downtownharrisonburg.org | 540.432.8922



DOWNTOWNHARRISONBURG.ORG



2015 EVENTS DOWNTOWN HARRISONBURG

Alpine Loop Gran Fondo | September 20

Cycling weekend of challenging rides and festivities

Hosted by professional cyclist Jeremiah Bishop.

alpineloopgranfondo.com

*** Rocktown Fall Beer Fest** | September 26

Cask ale, ciders, craft beer, & music.

rocktownfestival.com

Farm-to-Table Breakfast | October 2014

Highlighting local foods in celebration of National Food Day.

In partnership with Shenandoah Valley Food Day Committee.

*** Halloween on the Square** | October 31

Costume contests, activities, & trick-or-treating.

*** Veterans Day Recognition** | November 8

Parade & concert to honor veterans for their service.

*** Shop Local for the Holidays**

Special promotions, holiday treats, gift wrapping, + more.

Small Business Saturday | November 28

Shop Til You Drop | December 11

Holiday Parade & Tree-Lighting | December 4

75+ entries spread festive cheer throughout downtown.

Presented by Harrisonburg Parks & Recreation.

harrisonburgva.gov/parks-recreation

*** Downtown Holiday Tour** | December 5

Tour Old Town homes & downtown lofts and businesses.

*** First Night Harrisonburg** | December 31

Ring in the new year with entertainment throughout downtown.

Presented by First Night Harrisonburg.

firstnightharrisonburg.com

Connect with us:

fb.com/downtownharrisonburg | [@downtownhburg](https://twitter.com/downtownhburg)

Special Event Application

Please review the entire application to ensure the information is completed correctly. Once all documentation has been received, the application will be reviewed and the applicant will be contacted about the status of the event. Event organizers may be requested to meet with City representatives and others to review event plans, layout and logistics.



Special events must be approved by Harrisonburg City Council (except for private events using the Turner Pavilion and Park). Therefore, this application must be submitted at least 60 calendar days prior to the scheduled event. Special events may be denied if required time lines are not strictly adhered to or if there are inadequate safety measures, street closing conflicts or other logistical concerns.

Submit completed application and supporting documents to:

Katie Yount, Director of Events, 212 South Main Street, Harrisonburg, VA 22801 or katie.yount@harrisonburgva.gov.

EVENT TITLE: _____

Contact Information

Organization/Applicant Name: _____

Contact Name: _____

Daytime Phone: _____

Cell Phone: _____

(*Required for day-of event)

E-mail Address: _____

Mailing Address: _____

Event Summary

Date of Event: _____

Location: _____

Event Hours: _____

Set-up Time: _____

Event Time: _____

Clean-up Time: _____

Type of Event (fundraiser, run/walk, etc): _____

Is this an annual event?

☐ Yes ☐ No

of years event has been held: _____

Description of Event (activities, benefitting cause, etc):

Size of Event: _____

Participants: _____

Spectators: _____

Will the event affect the flow of traffic on a public street within the City of Harrisonburg? ☐ Yes ☐ No

Will food or merchandise be sold?

☐ Yes ☐ No All vendors must have a current business license. All food vendors except those selling unprocessed food products must file meals tax. Contact the Commissioner of Revenue 540-432-7704 for details. The collection of applicable taxes will be the responsibility of the individual vendor.

Will alcohol be served:

☐ Yes ☐ No If yes, attach copy of ABC License (unless private event).

Will a security firm be present?

☐ Yes ☐ No If yes, complete and attach section 2.

Request for Resources (check all that apply)

- ☐ **City Street Closings** – Complete & Attach Sect. 1
- ☐ **Public Works Support at Event** – Please check this box if you are requesting city street closings.
- ☐ **Police Support at Event** – Complete & Attach Sect. 2
- ☐ **Turner Pavilion & Park Rental** – Complete & Attach Sect. 3
- ☐ **City Park Reservation** – If the event involves the use of a city park, the applicant must obtain advance approval from the Department of Parks & Recreation before submitting an application. For availability, call 540-433-9168.
- ☐ **Host an Event in Court Square** – If the event involves the use of the Courthouse Grounds, the applicant must obtain advance approval from Rockingham County before submitting an application. For availability, call 540-564-3008.
- ☐ **Refuse & Garbage Removal** – Questions can be directed to Harsit Patel at 540-434-5928.
- ☐ **Flusher/Sweeper** (i.e. parades require street sweeper after event)
- ☐ **Permit for Tents/Structures** – Any tent greater than 900 square feet or accommodating more than 50 people requires a building permit and inspection. Tents greater than 400 sq. ft. require an inspection by the Fire Department. Building permit applications are available at www.harrisonburgva.gov/community-development. The permit application should be filed with the Community Development office at least 10 days in advance of the event. Questions about the permit process can be directed to Wayne Lilly, Ron Schuett or Mike Williams at 540-432-7700.
- ☐ **Fire/EMS Support** – For additional information or questions, contact Deputy Chief Ian Bennett at 540-432-7703.
- ☐ **Fireworks Permit** – Any type of fireworks display requires a permit through the Fire Department. To apply for a fireworks permit, contact Deputy Fire Chief Ian Bennett at 540-432-7703.
- ☐ **Water and/or Electricity** – *Water hook-ups are only available in the Turner Pavilion & Park area

Required Documents (The following documents must be attached to application)

- ☐ **A Certificate of Insurance (COI)** providing evidence of liability insurance of a minimum of \$1,000,000 and property damage of \$100,000. The addendum must include this exact wording: **"The City of Harrisonburg, 345 South Main St, Harrisonburg, VA 22801, is hereby named as additional insured."** If using the Turner Pavilion & Park, addition wording must include **"Harrisonburg Downtown Renaissance, 212 S. Main St., Harrisonburg, VA 22801, is hereby named as additional insured."**
- ☐ **The Endorsement** from the Insurance Company showing the City is an Additional Insured is **also required**. The insurance company must have a minimum financial rating from the A.M. Best Company of an "A" or better. This should not be an extra charge from the insurance company.
 - If your organization has employees, you must also provide evidence of Workers Compensation insurance with statutory limits that meet state requirements.
 - If alcohol will be served, the City requires a Liquor Liability endorsement be added to the insured's policy. This endorsement can be added to the Certificate of Insurance along with the other insurance requirements.
 - The COI and Endorsement must be obtained and sent to the the City Purchasing Office at Purchasing@harrisonburgva.gov for the special event request to be approved to go to City Council.An option for quote and coverage can be obtained through the Tenant User Liability Insurance Program. Call Pat Hilliard, Purchasing Agent, at 540-432-7794 for more information.
- ☐ Map with requested street closures and/or parking lots highlighted
- ☐ Diagram of event, including location of activities
- ☐ **ABC License** - If alcohol will be served, events must obtain a VA ABC license (unless it is a private event). Contact VA Department of Alcoholic Beverage Control for more information: (p) 804-213-4400

Section 1. Street Closings / Parking Lots

☐ Attach a map with requested street closures and/or parking lots highlighted.

Time streets will be closed by: _____

Time streets will reopen: _____

In addition to the map, list in detail what street closures are needed for the event:

Are parking lots needed for the event? ☐ Yes ☐ No

If yes, list them below and include the times that parking lots should be cleared:

Will your event involve the use of a parking and/or shuttle plan ☐ Yes ☐ No

If yes, please describe below:

*For the City to approve a road closure, the following must be considered: resident/business impact, detour routes, signage and notification, set up of barricades and directional signage, and traffic control and safety. Please note that there may be a cost to your organization for these services.

Section 3. Turner Pavilion & Park Rental

Areas requested for event:

☐ Pavilion ☐ Adjacent Park ☐ Both

Rental Policies & Fee Information: Please review the policies and sign below to accept the terms and agreement.

Policies:

- Illegal drugs, firearms or weapons of any kind are prohibited on Pavilion or Park property.
- Alcohol is permitted only with permission, and in compliance with ABC requirements.
- Bikes and skateboards are prohibited on the grass and concrete areas.
- Dogs must be on a leash at all times. Pet handlers are required to pick up dog waste.
- Burning wood or charcoal is not allowed in the pavilion; however, gas grills are permitted.
- Open fires are not permitted in either facility.
- Smoking is not permitted in the Pavilion.
- Cleanup and trash storage arrangements must be made. Trash must be secured from blowing away and any loose debris removed from the site.
- Tables, chairs and other amenities must be provided by the event organizer.
- Loud music, amplified speaking or other potentially disturbing activities are permitted only with permission.
- Use of lights, electricity and water facilities are permitted. Water hoses must be disconnected from spigots after event.
- Access to utility boxes must be arranged in advance with Harrisonburg Downtown Renaissance and Harrisonburg Electric Commission, as appropriate.
- Event organizers must supply portable restrooms for events with at least 50 people in attendance. Restrooms must not be rinsed on site.
- Events held on Tuesdays or Saturdays must be coordinated with the Farmers Market Manager.
- HDR reserves the right to decline any application if the event is viewed as inappropriate for the site or conflicts with other downtown events or revitalization goals.

Fee Information:

- Pavilion and Park facilities are reserved on a first come first served basis. An exception can be made for annual community or public events.
- Typically only one event is scheduled at either facility in order to avoid conflicts.
- Switching dates after the application is submitted is discouraged. No refunds will be granted.
- Applications for use of facilities can be submitted up to one year in advance.
- Organizer shall be responsible for any and all damages to the property arising from the use of the premises.
- Organizer is restricted to only the facility reserved for the event.
- Due to parking limitations, use of facilities is limited on weekdays to 5:00 PM to 11:00 PM.
- Time of use is not to exceed 7:00 AM to 11:00 PM on weekends.
- A refundable damage deposit equal to the rental fee must be paid 30 days prior to the event. Checks should be made payable to Harrisonburg Downtown Renaissance.
- A check for the reservation must accompany the completed application.
- A reservation is not confirmed until all conditions are met and agreed upon.

Fee Scale: Check one.

	Park	Pavilion
<input type="checkbox"/> City of Harrisonburg, HDR, FundFest & Farmers Market Events	N/A	N/A
<input type="checkbox"/> Non-profit Community Event	\$50	\$100
<input type="checkbox"/> Private Event (100 people or less)	\$150	\$300
<input type="checkbox"/> Private Event (101-500 people)	\$250	\$500
<input type="checkbox"/> Private Event (more than 500 people)	\$1,000 for both facilities	
<input type="checkbox"/> Profit-making Events	Fee negotiated on case-by-case basis	

Signature of Applicant: _____

Date: _____

For Office Use Only: Deposit submitted ☐ Fee Submitted ☐ Insurance Verified ☐

CERTIFICATION AND ACKNOWLEDGMENT OF APPLICANT

The undersigned certifies that he or she is familiar with the guidelines for planning an event in the City of Harrisonburg and the same will be enforced and honored by the sponsoring organization. The undersigned further certifies that the information furnished in this application is true and correct to the best of the undersigned knowledge and information.

The undersigned acknowledges that use of city resources to host an event in the City of Harrisonburg is contingent upon approval of this application by the city staff and Harrisonburg City Council.

Signature of Applicant: _____

Date: _____

For Office Use Only:

Date received _____

Comments:

Special Event Guidelines

The City of Harrisonburg supports special events that provide enjoyable opportunities for residents and visitors, and help to create a vibrant, livable and sustainable city.

A number of City departments are involved in the logistics necessary to produce a safe and successful community event. In an effort to simplify the application process for community organizations and event planners, the City of Harrisonburg has provided the guidelines below. These guidelines must be met in order to ensure a positive experience for the community.

Application Process At-a-Glance:

Every event must submit an application, whether a new or annual event.

1. Complete and return the application at least 60 days prior to the event.
2. Application will be reviewed only if it is completed and all supporting documents are included.
3. Organizers may be requested to meet with City representatives to review event plans, layout and all other event logistics.
4. If the application is reviewed and approved by the City Departments, the application will be presented to the Harrisonburg City Council for their approval, if required.
5. After the City Council meeting, the applicant will be informed of Council's decision.

Guidelines:

- The applicant shall be responsible for notifying, as soon as possible, all businesses and residences which may be affected as a result of street closings or event activities.
- Event planners will need to provide extra trash receptacles for their event. All trash must be removed from the event site; trash removal is the responsibility of the event organizer, if arrangements have not been made with Harrisonburg City Department of Public Works.
- Events must take into consideration the placement of all vendors and activities:
 - Restrooms are not to be placed near restaurants or food vendors
 - Vendors must not be placed near competing merchants/businesses
 - A 20' Fire Lane must be maintained at all times. This must be continuous in nature and include sufficient turning radii for Fire Department apparatus to navigate.
 - Activities and vendors must not block any Fire Hydrant or any Fire Department connections (standpipe, sprinkler, etc.)
- Events anticipating a large amount of attendees must supply an appropriate amount of portable restrooms. Portable restrooms are not be rinsed on site.
- Any tent greater than 900 square feet or accommodating more than 50 people requires a building permit. Any tent greater than 400 square feet requires a Fire Department inspection upon installation. More information can be found at www.harrisonburgva.gov/community-development
- Health and licensing requirements apply to all food/beverage sales. Food vendors must adhere to the regulations of the Virginia Department of Health (VDH). For information, call the Health Department directly at 540-574-5200.
- All vendors except those selling unprocessed food products must have a current business license. Contact the Commissioner of Revenue at 540-432-7704 for details. The collection of applicable taxes will be the responsibility of the individual vendor.
- Food vendors are not allowed to drain grease onto the property or leave grease at the site.

Spoke on 8/24 with Julie Markowitz, ED of Staunton Downtown Development Association (SDDA):

- SDDA is a non-profit org which carries out Staunton's Main Street Program. It organizes itself three traditional events: Holiday Parade, July 4 and Halloween. It also coordinates/facilitates various privately sponsored events such as the PAC'n the Streets, an all-day event Sept. 12. It is also responsible for downtown flower baskets and running the downtown trolley;
- The city finances these activities through an annual grant of \$40,000 from general funds in addition to the proceeds from the special downtown assessment tax (.15/\$100 assessed property value). Business sponsorships are also solicited;
- The intent of the three traditional events is to ensure downtown participation by all elements of the community;
- For privately sponsored events, the SDDA/Markowitz plays a role similar to our downtown mgr, i.e. advising on & receiving applications, coordinating scheduling, attempting to secure the views & support of downtown businesses near the proposed event site. It will also help with some limited publicity – more, if the sponsor is a downtown business;
- With the exception of tic 3 above, the SDDA does not appear to have any overall goals for their downtown event program. There is a strong concern that events, if they don't particularly help downtown retailers, at least won't hurt them. Markowitz said that the downtown's 32 restaurants are doing fine as are businesses offering services; "it's the retailers that are really suffering";
- Post-event evaluation of city-sponsored events is carried out through (a) general first-hand impressions, (b) interviewing merchants, (c) short (10 question) Survey Monkey submissions from merchants;
- Markowitz expressed some frustration with attempts she has made to induce longer business hours downtown. She said they had the most luck with a limited TV campaign, but "it's very difficult to get the public to get in the habit of coming down on Friday evenings; any such effort probably has to be sustained over an extended period." She's contemplating shifting the emphasis to Saturday afternoons.

**AGREEMENT
BETWEEN THE
CITY OF STAUNTON
AND THE
STAUNTON DOWNTOWN DEVELOPMENT ASSOCIATION, INC.**

THIS AGREEMENT ("Agreement") made effective as of June 1, 2015, for identification, is by and between the City of Staunton, Virginia, a municipal corporation of the Commonwealth of Virginia ("City") and the Staunton Downtown Development Association, Inc., a Virginia non-stock corporation ("SDDA"), authorized to do business in the Commonwealth of Virginia.

1. Recitals.

The City has adopted an ordinance continuing a downtown service district ("DSD") and set forth in Section 3.60.050 of the Staunton City Code a requirement for a contract between the City and the SDDA, including standards or measures that can serve as the basis for evaluating the performance of SDDA.

In consideration of services it will provide, SDDA has requested that the City appropriate certain funds on an annual basis which, along with other funds obtained by SDDA, will allow the SDDA to continue to implement the Main Street Program in the City of Staunton and take such other actions deemed appropriate to promote business in the DSD and the interests of the City, consistent with the terms of this Agreement.

The SDDA and the City enter into this Agreement for purposes of defining their contractual relationship during the July 1, 2015 – June 30, 2016 fiscal year.

2. Term.

- 2.1. The term of this Agreement shall be from July 1, 2015 through June 30, 2016.
- 2.2. The term may be extended in accordance with law.

3. City's Primary Obligations. The City will:

- 3.1. Appropriate the amount of \$40,000 plus all the revenue collected from the special tax rate on real property in the DSD, providing the \$40,000 to SDDA after the start of the FY2016 and the balance of such funding to SDDA during FY 2016, as determined by the City Manager.
- 3.2. Provide available in-kind services through its public works, police, fire and rescue, recreation and other departments for the support of SDDA-sponsored DSD activities such as festivals and parades, as authorized by the City Manager/designee.
- 3.3. Provide Internet and telephone service and technical assistance, with the City to invoice quarterly the SDDA and receive payment within 30 days for telephone charges.

- 3.4. Have the City Manager/designee serve as an administrative liaison to the SDDA staff.
- 3.5. Have a member of City Council serve as a liaison to the SDDA Board.
- 3.6. Assist in the advertisement of activities, promotions and festivals of SDDA through the City-controlled cable television channel(s), so long as such matters relate to the SDDA's performance of its obligations under this Agreement.
- 3.7. Endeavor to give advance notice to SDDA of any capital improvements repairs, street closings or other city activities that might have a substantial effect on DSD businesses.
- 3.8. Use the Streetscape Plan, as adopted by City Council, as a guide for any public improvements and maintenance within the DSD.
- 3.9. Pursue appropriate grants as approved by City Council, to aid in continuing to support improvements and the general economic development of the DSD.
- 3.10. Make a good faith attempt to work with SDDA to obtain information from the Commissioner of Revenue or other local government officials, as appropriate, that would be of benefit in the performance of this Agreement or to the economic development of the DSD generally.

4. SDDA's Primary Obligations. The SDDA will:

- 4.1. Reduce the number of vacant and leasable first floor storefronts within the DSD, on Beverley Street, with a goal of increasing occupancy by 50% (total vacant and leasable spaces as of June 1, 2015 are four, defining the SDDA leasing goal as two) as of June 1, 2016, and deliver a list and addresses of vacant storefronts as of that date to the City Manager.
- 4.2. Provide financial support of \$10,000 for the City trolley operation, by means of contributions to the Central Shenandoah Planning District Commission (CSPDC) (the regional agency responsible for management of transit services in the City), by payment of invoices received from CSPDC, with evidence of payment of invoices to be delivered to the City contemporaneously with payment of such invoices; provided, in the event the City instructs SDDA to provide such support in another manner, SDDA shall proceed as instructed by the City.
- 4.3. Provide and maintain hanging flower baskets on each light pole along Beverley Street, from Lewis Street to Market Street, from May until September, weather permitting.
- 4.4. Provide a minimum of 30,000 copies of a shopping and dining guide listing the retail shops and restaurants within the DSD, by June 1, 2016.
- 4.5. Plan, organize, advertise and implement a minimum of three special events in the DSD to attract visitors and customers for DSD businesses, including but not limited to the

Christmas parade, and report results to the City Manager/designee within 30 days of completion of the event.

- 4.6. Identify types of new businesses that are needed in the DSD and look for opportunities to recruit local and regional businesses interested in locating and expanding in downtowns; distribute written material to and visit or schedule meetings with those prospects as a step in recruiting them to locate in the DSD; and make personal contact with at least 30 such identified prospects throughout the year to create relationships and a reputation for the SDDA that will establish the association as a reliable resource, develop business opportunities for entrepreneurs and foster leasing opportunities for property owners.
 - 4.6.1 Key business categories to recruit include, but are not limited to, specialty foods, clothing and soft-lines retail, and community-serving goods and services, to be reviewed annually.
 - 4.6.2 SDDA will provide to the City Manager/designee a record of recruitment and retention/expansion activities that includes the address and owners of at least five of those prospects that have located in the DSD by July 1, 2016.
- 4.7. Provide the following reports and documentation to the City Manager/designee:
 - 4.7.1. An annual plan of work that reflects SDDA's mission statement and the objectives of the DSD as reflected in Chapter 3.60 of the Staunton City Code, no later than January 15, 2016.
 - 4.7.2. A progress report based on the work plan and SDDA's implementation of this Agreement in the four primary activity areas of economic development, design, promotions and organization, no later than July 1, 2016.
 - 4.7.3. A summary of the results of a survey distributed to a random sample of a minimum of 100 people who shop in the DSD, soliciting their opinions as to the availability of goods and services, attractiveness and safety of the DSD and such other issues as SDDA deems appropriate, by July 1, 2016.
 - 4.7.4. A copy of the annual report provided to SDDA members, which shall include a list of all members of SDDA as of January 1, 2016, no later than the date on which the annual report is provided to SDDA members.
 - 4.7.5. A monthly financial report.
 - 4.7.6. Copy of the SDDA weekly communique, delivered by electronic mail.
 - 4.7.7. An updated list of the SDDA Board members with the address of their business and residence, on or before January 15, 2016, and July 1, 2016, documenting that at least 51 percent of the Board members are DSD property owners, business owners, or operators.

- 4.8. Comply with all laws applicable to SDDA, including but not limited to the Virginia Freedom of Information Act.
5. No Other Relationship. The provisions of this Agreement do not create and shall not be applied, construed or interpreted to create any other kind of legal relationship, express or implied, between the City of Staunton and SDDA, including but not limited to one based on agency, joint venture, or partnership.
6. Immunity. The provisions of this Agreement do not waive or modify and shall not be applied, construed or interpreted to waive any immunity of the City, its officials, employees, agents or representatives.
7. Notice. Notices pursuant to this Agreement may be given by postage-prepaid first class mail, facsimile, or hand-delivery to the following contacts:
- City Manager
City of Staunton
116 W. Beverley Street (24401)
P. O. Box 58
Staunton, VA 24402-0058
Fax: (540) 851-4000
- Executive Director
Staunton Downtown Development Association
110 West Johnson Street
Staunton, VA 24401
Fax: (540) 851-4018
8. Controlling Law. The terms of this Agreement and the rights and responsibilities of the City and the SDDA in any way related to this Agreement shall be governed by the laws of the Commonwealth of Virginia, without reference to conflict of laws rules or principles.
9. Forum Selection. Any action, proceeding, or claim in any way related to this Agreement shall be filed and maintained solely in the Circuit Court for the City of Staunton, Virginia.
10. Amendment. This Agreement may be amended only by mutual written agreement of the City and the SDDA.
11. Assignment, Successors and Assigns. Neither the City nor the SDDA may assign this Agreement. This Agreement shall be binding upon and inure to the benefit of successors and permitted assigns of the City and the SDDA.
12. Severability. If any provision, clause or part of this Agreement or the application of such is held invalid or unenforceable for any reason, the remainder of the Agreement or the application of such part under other circumstances shall be unaffected and shall remain in full force and effect.

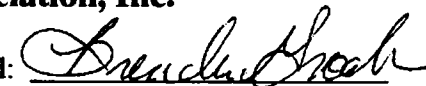
13. Construction. In the event that any issues arise about the interpretation or construction of this Agreement, this Agreement shall be interpreted or construed as if both the City and the SDDA have fully participated in the drafting of all provisions.
14. Termination.
- 14.1. The City may terminate this Agreement upon the SDDA's substantial breach of this Agreement.
- 14.2. The SDDA may terminate this Agreement upon the City's substantial breach of this Agreement.
- 14.3. Neither the City nor SDDA may terminate this Agreement for an alleged breach unless at least 10 days prior written notice shall be given to the other, specifying the breach, and there has been a failure to cure the breach within 10 days after receipt of the written notice.
15. Non-Appropriation. The obligations of the City are contingent upon and subject to appropriation of sufficient funds for the purpose of this Agreement.
16. Final and Entire Agreement. This Agreement includes all of the terms of agreement between the City and the SDDA, and there are no other agreements, promises, inducements or understandings between them.

City of Staunton, Virginia

Signed: 
By: Stephen Owen
City Manager

Date: 6-30-15

**Staunton Downtown Development
Association, Inc.**

Signed: 
By: Brenda Groah
President

Date: 6-29-15

Independent Contractor Service Agreement

This Agreement is made and entered into, as of July 28, 2015 ("**Effective Date**"), by and between Downtown Norfolk Development Corporation ("DNC"), a 501(c)(6) corporation having a principal place of business at 223 East City Hall Ave., Ste. 212, Norfolk, VA 23510 and Third Rock Events, a sole proprietorship created under the laws of the state of North Carolina, having a principal place of business at 134 Poindexter Drive, Unit 2313, Charlotte, North Carolina 28203.

1. Engagement of Services.

NC hereby engages Third Rock Events to recruit and manage volunteers for the 2015 Grand Illumination Parade [make sure any services you're expecting from Third Rock are summarized here]. This will include contracting with and securing staff for the one day event taking place on the evening of Saturday, **November 21, 2015**.

Event Manager:

Third Rock Events will supply an event manager who will have overall responsibility for the project and will begin working in July 2015. The event manager will attend all DNC Grand Illumination Parade meetings. The event manager will provide weekly updates to DNC. The event manager will work in DNC's office once per month in July and once per week in August and September. In October and November the event manager will work in DNC's office as many times as is necessary, depending on DNC's needs.

Volunteers:

The event manager will be responsible for recruiting and managing all volunteers. The event manager will adhere to the attached volunteer project timeline as well as ensure that the volunteer contact database is accurate and updated. The event manager will ensure that both volunteer check-in sites are prepared and staffed for parade day.

Fly Squad:

Third Rock Events will provide 2 team captains to manage the Fly Squad team on November 21, 2015. Fly Squad captains will attend two parade meetings prior to parade day, dates to be determined by DNC. The Fly Squad captains will manage volunteers and all of the tasks assigned to the Fly Squad by DNC. The Fly Squad team will work from 10:00 AM – 11:00 PM on November 21, 2015.

VIP Street Seats:

Third Rock Events will provide 4 staff to manage VIP seating from 2:00 PM – 9:00 PM on November 21, 2015.

Parade Captains:

Third Rock Events will provide 6 staff to manage the parade route from 5:00pm - 9:00pm on November 21, 2015.

Parking:

Third Rock Events will provide 2 team captains to manage parking. The first team captain shift will be 11:00am – 4:00pm November 21, 2015 and the second team captain shift will be 4:00pm - 10:00pm November 21, 2015.

2. Compensation; Timing.

DNC will pay Third Rock Events a fee of [REDACTED] as well as provide Third Rock Events staff with two (2) hotel rooms for the nights of November 20 and 21 with checkout being on November 22, 2015 that are convenient for staff working in downtown Norfolk.

Third Rock Events will receive payment of \$[REDACTED] per month July – October. The remaining [REDACTED] of the agreed upon payment will be due to Third Rock Events on November 21, 2015.

If Third Rock Events so chooses it may pay for marketing and purchase advertising to help fill volunteer positions, which marketing and advertising will be subject to the approval of DNC. Third Rock Events will be responsible for any marketing and advertising costs associated with the filling of required volunteer positions, including the Fly Squad.

3. Force Majeure.

Either party shall have the right to terminate this agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including but not limited to acts of God, government restrictions, wars, insurrections and/or any other cause beyond the reasonable control of either party.

4. Independent Contractor Relationship.

The relationship of Third Rock Events and its staff with DNC is that of an independent contractor, and nothing in this agreement is intended to, or shall, be construed to create a partnership, agency, joint venture, employment, or similar relationship between DNC and Third Rock Events. Third Rock Events and its staff will not be entitled to any of the benefits that DNC makes available to its employees.

5. Governing Law.

(a) Choice of Law. The laws of the state of Virginia govern this agreement.

(b) Choice of Forum. Both parties consent to the personal jurisdiction of the state and federal courts in Norfolk, Virginia. The venue for any litigation between the parties concerning this agreement or the 2015 Grand Illumination Parade shall be exclusively in the state or federal court in Norfolk, Virginia.

6. Term and Termination.

This Agreement is effective as of the Effective Date set forth above.

DNC will evaluate the performance of Third Rock Events on an ongoing basis to ensure all duties are performed by Third Rock Events as outlined in the attached scope of work and timeline.

If all required volunteer positions are not filled by November 20, 2015, DNC reserves the right to withhold a portion of the final payment.

If all day of parade duties are not fulfilled as outlined, DNC reserves the right to withhold a portion of the final payment.

If DNC determines, in good faith that Third Rock Events is not timely or adequately fulfilling its obligations hereunder, DNC may terminate its own payment obligations hereunder with no further liability to Third Rock Events.

7. Hold Harmless.

Third Rock Events agrees to indemnify, defend, and hold harmless DNC and DNC's directors, officers, agents, and employees from and against all claims, demands, actions, suits, damages, liabilities, losses, judgements, costs, and expenses arising out of or related to Third Rock Events' negligent or willful acts in connection with its performance under this agreement.*

*Third Rock Events will provide the Downtown Norfolk Council with a certificate of insurance naming Downtown Norfolk Development Corporation as an additional insured.

8. Electronic Signatures.

This agreement, any agreements ancillary to this agreement, and related documents entered into in connection with this agreement are deemed signed when a party's signature is delivered by facsimile, email, or other electronic medium. These signatures must be treated in all respects as having the same force and effect as original signatures.

9. Entire Agreement.

This agreement constitutes the final agreement of the parties. It is the complete and exclusive expression of the parties' agreement with respect to the subject matter of this agreement. All prior and contemporaneous communications, negotiations, and agreements between the parties relating to the subject matter of this agreement are expressly merged into and superseded by this agreement. The provisions of this agreement may not be explained, supplemented, or qualified by evidence of trade usage or a prior course of dealings. Neither party was induced to enter this agreement by, and neither party is relying on, any statement, representation, warranty, or agreement of the other party except those set forth expressly in this agreement.

IN WITNESS WHEREOF, the parties have executed this agreement as of the date first written above.

The Downtown Norfolk Council

By: _____

Name: _____

Title: _____

Third Rock Events

By: Shawn Cosner

Name: Shawn Cosner

Title: Owner

Charlottesville, VA

Population: 44,349

Unifying Theme: To Bring Families Together and Offer a Sense of Place to Residents.

Has a Walking Mall

Contact: Vic Garber

Special Events Coordinator

1. What is the goal of your event?

- Bring families together and offer the community a sense of place.
- To create memorable experiences.
- Celebrate July Parks and Recreation Month.
- Create an awareness of the Charlottesville parks and recreation department.
- Education and communicate with the residents and visitors in the city.
- Promote C'ville's status as a "Let's Move" city.

2. What is the financial arrangement behind your event? How is it financed? Where does any profit go?

The events budget has been reduced over the past several years and they now depend heavily on business alliances/sponsorship and their alliance with the Dave Mathews Band Bama Works Foundation (<http://davemathewsband.com/bamaworks>). Most of the events are free, so there is no profit.

3. Does the local government get involved in this event in any way through financing, evaluation, promotion, etc.? The Recreation Division operates the city event with the help of volunteers and sponsors. This includes the local businesses, the downtown business association, the Piedmont Arts Council

4. How do you measure the success of your event?

Attendance and surveys. There is no revenue generated from their events. Survey handouts and Survey Monkey. At each event there is an announcement asking attendees to go to a Survey Monkey address and fill out the questionnaire. Vic said that they are working to improve the questionnaire effectiveness and completion rate.

5. Who does this event benefit? The non-profit organization, the city residents, the downtown businesses... What demographic does it attract?

The events benefit the area residents and the sense of community. Because the events are held throughout the city at different parks as well as downtown, the city residents are the target beneficiaries. For the Halloween, they bring in a couple of thousand families on downtown mall. Citywide events are family based. Athletic events. Mother and Son Dance. Sunday Sundowns, Sounds of Summer - 2, Shakespeare in the Park - 3 or 4. Fun Runs. Christmas Party.

6. What are some of the outcomes of this event?

Participation. They want residents and visitors to appreciate the Charlottesville brand which brings credibility to the brand of the City and the Department of Parks and Recreation.

Lebanon, NH
Rated Top 10 Small Town in the USA by Livability.com
Population: 13,599
Unifying Theme: To Be Walkable Bikeable Accessible Community
Has a Walking Mall
Contact: Krissy Flythe
Recreation Coordinator

1. What is the goal of your event?

To provide free programming for people in the community. Regardless of what citizens have planned for the summer, they always want to have something going on in the city. Lebanon is always bringing to new performers to provide new experiences for the city residents and visitors.

2. What is the financial arrangement behind your event? How is it financed? Where does any profit go? Is the main source of revenue ticket sales, sponsorship, other?

Primarily the city looks for sponsorships. They do budget some funds, but they have to seek out grants and support from local businesses.

3. Does the local government get involved in this event in any way through financing, evaluation, promotion, etc.?

The city plans, promotes and operates the events through Recreation Department, which has 5 staff members. They also have volunteers from some of the event sponsors. Lebanon runs eight Monday night concerts, eight Thursday night concerts and an afternoon kids' concert during the summer as well as special events throughout the year.

4. How do you measure the success of your event?

The City looks at event numbers and feedback to recreation office. They do not do surveys during events, but survey businesses and residents at beginning of summer to find out what they want to see. During shows, if people provide direct feedback the City takes that information into consideration.

5. Who does this event benefit? What demographic does it attract?

The events benefit the residents and downtown businesses. The demographic includes all ages, all incomes. They find that they have a lot of tourists attending the events as well.

6. What are some of the outcomes of this event?

The events attract more people to the downtown area. Thursday is the busiest day of the week. They have a farmers market from 4pm to 7pm, a kids concert and then the evening concert at 7pm, so people come downtown to spend the day and evening.

Other Notes:

- Lebanon's goal is to be a walkable, bikeable city that is welcoming and accessible to everyone. You can walk to the Green, bike to the Green or take the bus.
- The city has a great relationship with its businesses owners. Businesses worked with the city to start an end of summer Dance fest. The city provides a band and asks the businesses to stay open later. Most usually close at 5pm, but stay open until 7pm or 8pm for the Dance fest event.

St. Augustine, FL
Rated Top 100 Small Town in the USA by Livability.com
City Population - 13,679
Unifying Theme: To Promote and Tell Their History
Has a Walking Mall
Contact: Wanda Bray
Special Events Coordinator

1. What is the goal of your events?

To provide events for the citizens and bring visitors and repeat visitors to town that will benefit local businesses.

2. What is the financial arrangement behind your event? How is it financed? Where does any profit go? Is the main source of revenue ticket sales, sponsorship, other?

All events that the city presents are free to the public. The events are funded through several sources including, the St Johns County Bed Tax funds, city funds and sponsors. There is no profit. The City spent a little over a million dollars on the recent St Augustine 450 year anniversary celebration. Sponsors spend another \$400,000.

3. Does the local government get involved in this event in any way through financing, evaluation, promotion, etc.?

St Augustine runs three events each year including the Concerts in the Plaza every Thursday night between Memorial Day and Labor Day, the Fourth of July Fireworks and the Night of Lights, which is a joint venture between the City, businesses and residents that lasts from Thanksgiving through December. Residents and businesses also purchase permits to hold additional events and there is a very active reenactment community that holds events throughout the year as well.

The area has an active Visitors and Convention Bureau that aggressively promotes St. Augustine and the local events. The bureau tells the tale of the history of the city promotes the events that are consistent with the history. The area has many day trippers from Jacksonville and Orlando.

4. How do you measure the success of your event?

"If nobody dies, it is successful." They measure by attendance, which is very high for their events. .

5. Who does this event benefit? The non-profit organization, the city residents, the downtown businesses... What demographic does it attract?

Events benefit the city as a whole because it increases desire for people to come back. The city events target families. They want to make St. Augustine part the family tradition, so that the children come back when they are grown. Because of the history of the area, there is a large Hispanic tourist interest.

6. What are some of the outcomes of this event?

The events bring people together and increase visitors. This increases downtown business.

Waterford, VA

Population: 1,743

The Waterford Fair

Unifying Theme of Event: To Provide Education and Raise Funds for the Foundation and Properties

**Contact: Margaret Good
Preservation Director**

1. What is the goal of your event?

The Waterford Fair is an educational fair and fund raising event. The organizers require 50 percent of the vendors' time to be focused on teaching. Proceeds go to the foundation to run the organization and preserve the foundation land and farm.

2. What is the financial arrangement behind your event? How is it financed? Where does any profit go? The foundation has a full time staff person who manages the fair and there are numerous volunteers to assist with all aspects of the event. It is financed through vendor fees, sponsorship and advertising in the Fair booklet. Proceeds go to the foundation to run the organization and preserve the foundation land and farm.

3. Does the local government get involved in this event in any way through financing, evaluation, promotion, etc.?

Loudoun County helps to manage the event through their events coordinator through the Office of Emergency Management. The foundation must have an events permit to operate the fair. The county provides fire and rescue services that are paid for by the foundation.

4. How do you measure the success of your event?

The foundation measures success by the vendor and visitor numbers, and dollars raised. They count on about 20,000 visitors. They have surveys that visitors can fill out and they depend on feedback from vendors.

5. Who does this event benefit? The non-profit organization, the city residents, the downtown businesses... What demographic does it attract?

The fair benefits The Waterford property and foundation. They want everyone to attend! Younger Families are a focus because they want kids to attend and then come back each year. Large percentage of the event is heritage crafts, so there is a loyal craft community that attends each year.

6. What are some of the outcomes of this event?

The foundation hopes that people come to support and join the organization.



Third Rock Events agrees to coordinate the following events and activities on behalf of the Downtown Hampton Development Partnership

- Downtown Block Parties
- Vintage Festival/ Antique Boat Show
- Lighted Boat Parade
- New Year's Eve event
- Other promotional events including Pumpkin event, Rolling of the Bulls, 2nd Saturdays, etc.

Third Rock Responsibilities

- Pre-event
 - a. Event coordination/ planning
 - i. Coordinate planning sessions for events including logistics meetings, brainstorming and development meetings, marketing meetings, etc. This includes playing a role in the creation of new promotional events for the block parties (ex: Drone Olympiad, Mandatarod, etc.)
 - 1. Assist in the implementation of at least 2 new promotional events this season
 - ii. Coordinate entertainment booking with selected booking agency, IMG
 - iii. Develop and manage event budgets with the DHDP
 - iv. Coordinate communications strategies with DHDP marketing staff and insure plans are being implemented appropriately including paid advertising, press outreach, social media, etc.
 - v. Coordinate event logistics including permitting, site plans, stage rental, etc.
 - vi. Coordinate hiring of necessary staff for events including security
 - vii. Coordinate recruitment of volunteers
 - viii. Coordinate recruitment of quality vendors, appropriate for specific events
 - ix. Coordinate participation in events including Lighted Boat Parade, Vintage Festival, and Block Party promotional events
 - 1. Increase Lighted Boat Parade participation by double
 - 2. Secure antique boats and cars for Vintage Festival
 - 3. Increase participation in Rolling of the Bulls
 - x. Maintain regular reports on progress with DHDP/ committee

- xi. Coordinate information with other event producing agencies to ensure successful partnerships
 - b. Fundraising – Third Rock Event is responsible for all fundraising packages, proposals, solicitations, and relations and will be tasked with reaching specific goals for specific events including:
 - i. Block Party – Increase overall sponsorship by \$25,000
 - ii. Vintage Festival/ Antique Boat Show – Reach sponsorship goal of \$25,000
 - iii. Holiday Boat Parade – Increase overall sponsorship by \$5,000
 - iv. New Year's Eve Event – Reach sponsorship goal of \$10,000
 - c. Assistance in creation of new events for Downtown Hampton
 - i. Contribute to planning sessions for Promotional events, ideas for growing events, and creating new signature events
- Event/ On-site
 - a. Coordinate logistics including:
 - i. locations of vendors
 - ii. insuring sponsorship fulfillment
 - iii. greeting entertainers
 - iv. insuring contract is fulfilled
 - v. Manage promotional events including start times, safety, clean up (ex: Rolling of the Bulls, etc.)
 - vi. Coordinate handling of cash sales including deposits, change for vendors, etc.
 - b. Manage event set up & tear down
 - c. Coordinate training of volunteer groups for necessary activities (ex: trash removal, beer sales, etc.)
 - d. Manage social media during event including Facebook, Twitter, & Instagram
 - Post-event
 - a. Analyze and report on event performance including:
 - i. Attendance
 - ii. Vendor Sales & participation
 - iii. Sponsorships
 - iv. Cash Reserve
 - v. Successes/ Problems
 - vi. Visitor feedback
 - b. Follow up with sponsors
 - c. Coordinate follow up meetings with DHDP & event partners

Goals for 2015 Calendar Year

1. Assist in the implementation of at least 2 new promotional events this season

2. Increase public participation in existing events
 - a. Increase Lighted Boat Parade participation by double
 - b. Secure antique boats and cars for Vintage Festival
 - c. Increase participation in Rolling of the Bulls
3. Increase sponsorship
 - a. Block Party - Increase overall sponsorship by \$25,000 (Does not include existing M. Price sponsorship of \$25,000.)
 - b. Vintage Festival/ Antique Boat Show - Reach sponsorship goal of \$25,000
 - c. Holiday Boat Parade - Increase overall sponsorship by \$5,000
 - d. New Year's Eve Event - Reach sponsorship goal of \$10,000

Compensation

1. DHDP will pay Third Rock Events a total of [REDACTED] for a term of one year. Payments will be made in quarterly installments of [REDACTED]
2. Third Rock Events will receive [REDACTED] of each sponsorship their organization secures

By signing this agreement, Third Rock Events, as represented by Shawn Cosner, agrees to fulfill the agreed upon items herein. All events and event activities included in this agreement will remain the property of Downtown Hampton Development Partnership.

DHDP Representative

Timothy Corcoran
Printed name:

[Signature]
Signature

2-18-15
Date

Third Rock Events Representative

Shawn Cosner
Printed name

[Signature]
Signature

2-17-15
Date

Conversation with Niki Wilson, Front Royal Chamber of Commerce President: 9/1/15

- **FR does not have a downtown organization. It is a Main Street affiliate. The community is working to establish a Community Development Director by the end of 2015 which could put them on the road to Main Street status in the future.**
- **At present, the Chamber organizes/advertises/markets the city's two big downtown events, Brew & Blues Festival in the fall and the Wine Festival in the spring. The city's tourism office helps with promotion but does not contribute financing. The city provides trash pickup and policing only.**
- **In addition, the local heritage society organizes a "Festival of Leaves" in the fall and a local business alliance has an annual "Taste of the Town" with restaurants. Both are new events.**
- **All events are free and open to the public – only charges are for alcoholic drinks and food, of course, when they are part of the program.**
- **For its part, the Chamber measures results mainly by attendance; they measure this mainly by the level of online ticket sales (most participants sign up online). It also surveys feedback through a short e-mail set of questions which is tied to the online signup form.**
- **Given the lack of a city and/or Main Street oversight body, there is no effective influence on or control over the types of events that take place, i.e. no mechanism to ensure that all sectors of the community are served. Wilson hopes that the appointment of a CDD can help address this.**

Independent Contractor Service Agreement

This Agreement is made and entered into, as of January _____, 2015, by and between The Virginia Arts Festival, a non-profit organization having a principal place of business at 440 Bank Street Norfolk, VA 23510 and Third Rock Events, a sole proprietorship created under the laws of the state of North Carolina, having a principal place of business at 134 Poindexter Drive Unit 2313 Charlotte, North Carolina 28203.

1. Engagement of Services.

The Virginia Arts Festival may issue projects and assignments to Third Rock Events having to do with the production of the 2015 Hullabaloo Festival which will take place over 5 days and beginning on Tuesday April 21st 2015 and continuing on the 23rd, 24th, 25th and 26th of April 2015.

Third Rock Events agrees to provide the following services:

- One event manager for a total of sixteen (16) weeks and four (4) days between the dates of January 5th, 2015 and May 1st, 2015.
- The event manager will be expected to work one hundred (100) hours during the above-mentioned time period.
- Two (2) additional staff will be made available to The Virginia Arts Festival in addition to the event manager, these staff members will be expected to work the five (5) days of the festival with hours varying based upon need.

The Virginia Arts Festival will be responsible for the design, creation, and printing of promotional material required for the successful marketing and production of the Hullabaloo but may be open to creative input and cooperation with the staff of Third Rock Events.

The Virginia Arts Festival will be responsible for the recruitment of volunteer staff that may be managed by Third Rock Events during five days of the Hullabaloo event.

Additionally all permits necessary for the successful and legal execution of the five day festival will be secured by The Virginia Arts Festival and will not be under the purview of Third Rock Events.

The Virginia Arts Festival agrees to provide:

- One hotel room for Third Rock Events staff with check-in being on Monday, April 20th 2015 and check-out being on Monday, April 27th 2015.

- Three days worth of meal vouchers for three Third Rock Events staff members between the dates of April 21st 2015 and April 26th 2015.

2. Compensation; Timing.

The Virginia Arts Festival will pay Third Rock Events a total fee of [REDACTED]. Fifty percent (50%) of the fee, totalling [REDACTED] and [REDACTED] will be paid at the signing of this contract on January ____, 2015. A second payment of [REDACTED] and [REDACTED] will be due on the first day of the event, Tuesday, April 21st, 2015.

All payments are expected to be made in a timely manner and should be made out to "Third Rock Events". In the event that a full payment is not made by the scheduled date Third Rock Events reserves the right to cancel its contractual obligations to The Virginia Arts Festival in the production of the aforementioned events.

3. Force Majeure.

Neither party shall have the right to terminate this agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including but not limited to acts of God, government restrictions, wars, insurrections and/or any other cause beyond the reasonable control of either party.

4. Independent Contractor Relationship.

Third Rock Event's relationship with The Virginia Arts Festival is that of an independent contractor, and nothing in this agreement is intended to, or shall, be construed to create a partnership, agency, joint venture, employment, or similar relationship. Third Rock Events will not be entitled to any of the benefits that The Virginia Arts Festival makes available to its employees.

5. Governing Law.

(a) Choice of Law. The laws of the state of Virginia govern this agreement.

(b) Choice of Forum. Both parties consent to the personal jurisdiction of the state and federal courts in Norfolk, Virginia.

6. Term and Termination.

This Agreement is effective as of the Effective Date set forth above and will terminate on Friday, May 1st 2015 after the successful completion of the event stated above.

7. Electronic Signatures.

This agreement, agreements ancillary to this agreement, and related documents entered into in connection with this agreement are signed when a party's signature is delivered by facsimile, email, or other electronic medium. These signatures must be treated in all respects as having the same force and effect as original signatures.

8. Entire Agreement.

This agreement constitutes the final agreement of the parties. It is the complete and exclusive expression of the parties' agreement with respect to the subject matter of this agreement. All prior and contemporaneous communications, negotiations, and agreements between the parties relating to the subject matter of this agreement are expressly merged into and superseded by this agreement. The provisions of this agreement may not be explained, supplemented, or qualified by evidence of trade usage or a prior course of dealings. Neither party was induced to enter this agreement by, and neither party is relying on, any statement, representation, warranty, or agreement of the other party except those set forth expressly in this agreement.

Lititz Chocolate Walk Oct. 10, 2015

Each year on the Saturday before Columbus Day, chocoholics converge on Lititz, Pennsylvania for a day of chocolate bliss! With more than 25 locations, participants tour the shops in downtown Lititz in search of mouth-watering chocolate treats.

With samples donated from some of the region's top chefs, bakers, ice cream shops and candy makers, Lititz Chocolate Walkers literally eat their way across town! All the money raised from ticket sales goes to support children-focused charities in the Lancaster County region.

Capped at 2,000 tickets

2015 Ticket Pricing \$32.50 online before Sept 7th and \$37.50 after September 7th. Tickets are \$30.00 each if purchased at the above locations, and \$35.00 if purchased after September 7th.

Lititz Chocolate Walk is like trick or treating for all ages!

Each year on the Saturday before Columbus Day, chocoholics converge on Lititz, Pennsylvania for a day of chocolate bliss! With more than 25 locations, participants tour the shops in downtown Lititz in search of mouth-watering chocolate treats. With samples donated from some of the region's top chefs, bakers, ice cream shops and candy makers, Lititz Chocolate Walkers literally eat their way across town! All the money raised from ticket sales goes to support children-focused charities in the Lancaster County region.

In the first 13 years, the Lititz Chocolate Walk has raised over \$350,000 in support of these charities. It is through the generosity of our sponsors and chocolate artists, along with a combined total of about 20,000 chocolate walkers, that this has been accomplished.

Over the years, Lititz Chocolate Walkers have traveled from across the USA to partake in this unique chocolate festival. Friends and families gather together to do the walk, buses come from other states packed with anxious chocoholics and local chocolate lovers wait anxiously to experience the joy of Lititz at its finest. Some groups even create their own tee-shirts for the Walk and you can see them moving together from stop-to-stop.

Someone many years ago created the phrase, "Trick or treating for adults" as a way to describe the Lititz Chocolate Walk (although all ages are welcome). Each stop has their own treat but there are no tricks to this day; instead, simply a pleasant stroll around our quaint town, enjoying chocolate from local artisans. *****Please note** Many locations are not accessible for our friends with disabilities***

Lititz Chocolate Walk

East Main Street

Lititz, PA 17543

Telephone: (717) 560-2295

E-mail: chocolate.freeman@gmail.com

Why is there a discount for in-person purchases?

One of our main goals of the Lititz Chocolate Walk is to get people to Lititz to enjoy our small town. We realize this is sometimes an effort and we enjoy rewarding this effort with the in-person discount. We understand that some people cannot make this trip and need to purchase on-line or by mail; that is why we offer this option as well at a higher cost.

How long does the Walk take?

If you are just interested in getting your chocolate and leaving, it can probably be done in 90 minutes. We don't recommend this speed Chocolate Walking, however! We hope you will spend time in the charming shops and enjoy lunch at one of our fine restaurants. It is best to come early and take your time. The Walk runs from 10 am to 4 pm and a "true" Chocolate Walker will spend at least 3 or 4 hours enjoying Lititz in addition to chocolate nirvana.

How am I identified as a Chocolate Walker?

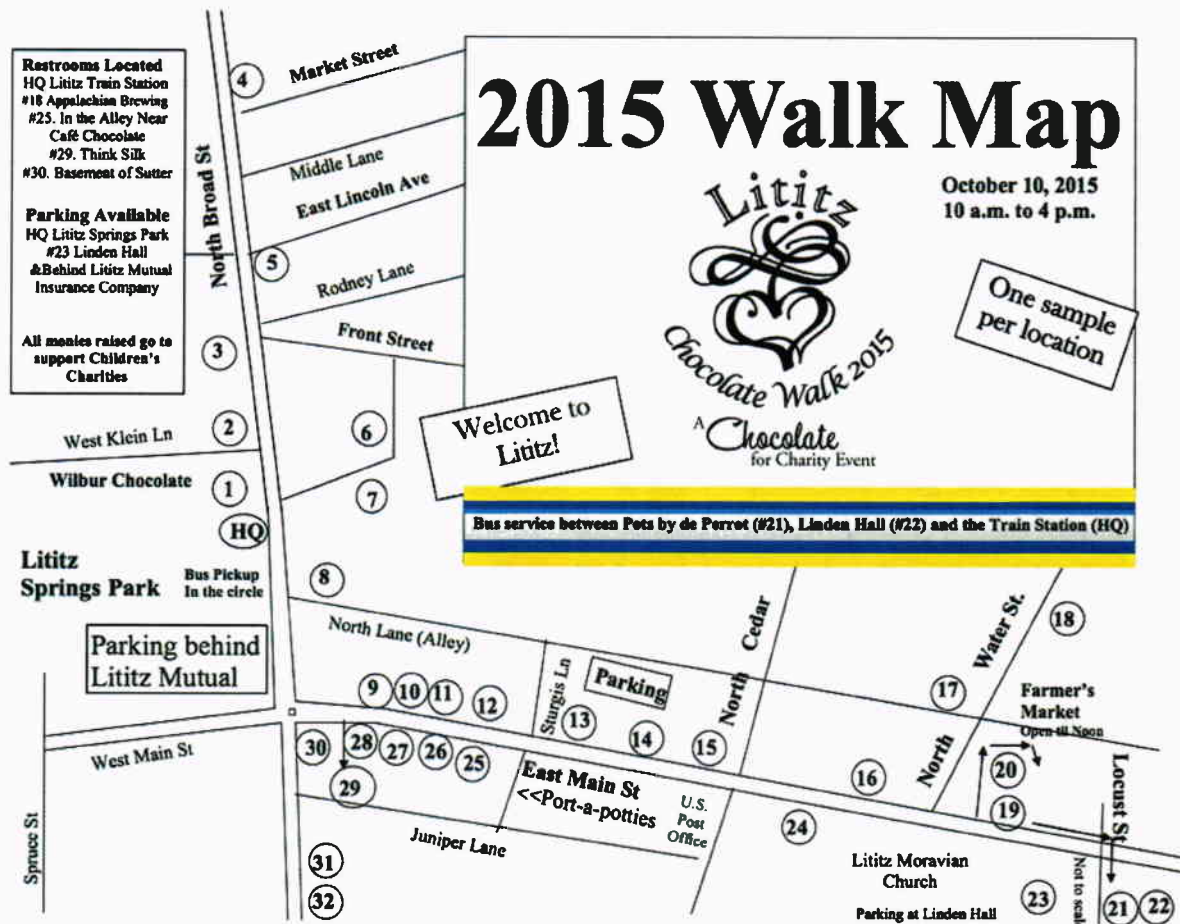
You will have a collectible Lititz Chocolate Walk button that you wear proudly during the day and a punch card that **MUST** be presented and the correct number marked by a Lititz Chocolate Walk representative at each stop in order to receive a delicious sample. * The Lititz Chocolate Walk button helps our volunteers recognize you as you enter the shops.

Is there an age limit?

While most of the Chocolate Walkers are adults, there is not an age limit. All people getting samples need to have a ticket however, regardless of age. Some families swap out the locations so one person gets the samples on even numbers and the other on the odd numbers.

Why is this not all handicapped accessible?

There are many historic buildings in Lititz and some simply are not handicapped accessible. Some of these are Chocolate Walk locations. For our participants who cannot enter a shop, you can send someone in with your punch card to get the sample. More than half the locations will provide these challenges.



Stop #1 –Wilbur® Chocolate Candy Americana® Candy Store (Please enter through the side door!)

48 North Broad Street

Lititz, PA 17543

Phone: 717-626-3239 or toll-free at: 1-888-294-5287

Contact: Kathy Blankenbiller

Hours: Mon-Sat: 10 a.m.-5 p.m.; Closed Sundays

Web site: www.wilburbuds.com

Email: kathy_blankenbiller@cargill.com

Facebook: <https://www.facebook.com/wilburchocolate>

Wilbur is the main attraction in Lititz, welcoming guests from all over the world! Walk in, take a deep breath, and listen to the curious sounds of the manufacturing plant located directly above the store.

The Wilbur Chocolate Candy Store and Museum offers a friendly atmosphere that stirs delightful memories of yesteryear and puts a smile on visitors' faces, young and old alike, as they watch candy still being handmade. Guests will find a large selection of Wilbur items--chocolate specialties, creamy homemade fudge, and many other confections. Those guests who sport a 2015 Lititz Chocolate Walk button and get the #1 spot on their punch card marked, will be offered an absolutely scrumptious chocolate treat created especially for the Lititz Chocolate Walk by the Wilbur Chocolate candy makers. We know you're going to love it!

Featured at Wilbur Chocolate:

Kathy Blankenbiller

Phone: 717-626-3680

Web site: www.wilburbuds.com

Email: kathy_blankenbiller@cargill.com

Facebook: <https://www.facebook.com/wilburchocolate>

"I'm not a professional chocolatier," Kathy insists. But she has been working with chocolate for over 35

years making delicious chocolate goodies and creating stunning edible chocolate scenes. Her use of chocolate as a medium for her artistic creations would rival anyone who claims to be a "professional chocolatier!" She enjoys sharing her secrets of her chocolate passion with kids of all ages. Kathy, proud to be a part of the Cargill Cocoa and Chocolate Wilbur Chocolate staff, loves to create a very kid-friendly display that includes candy pieces that are "not only a feast for the tummy but a feast for the eyes as well." This year she has created an edible, rotating carousel! Kathy is also a published author; her book, titled "Lititz," made its debut in 2009.

Stop #2 – Pork & Wally's Eatery

56 North Broad Street

Lititz, PA 17543

Phone: 717-625-2909

Hours: Mon-Sat: 10 a.m.-8 p.m.; Sun: 11a.m.-3 p.m.

Web site: www.Porkandwallys.com

Email: porkandwallys@yahoo.com

Facebook: <https://www.facebook.com/pages/Pork-and-Wallys/421742447911309>

"Good food, good meat, good gosh almighty, let's eat!" Pork & Wally's Eatery brings classic down-home meals and soon-to-be-classics to downtown Lititz—try their chicken cheddar apple melt or fried oyster po' boy! And don't forget about their roasted pulled pork sandwich, which is the house specialty! When you have a function that needs to be catered, Pork & Wally's Eatery delivers an extensive catering menu for that family or business event.

Featured at Pork & Wally's Eatery:

After winning the Lititz Fire and Ice Chili Cook-off twice, Pork & Wally's has prepared their now "Almost Famous Chili" for the 2015 Lititz Chocolate Walk!

Stop #3 - Lititz Framing & Fine Arts

64 North Broad Street

Lititz, PA 17543

Phone: 717-626-1436

Contact: George Sayles

Hours: Tues-Fri: 10 a.m.-4 p.m.; Saturday: 10 a.m.-1 p.m.; Closed Sundays and Mondays

Web site: <http://lititzframingandfinearts.com/>

Email: Lititzframingandfinearts@gmail.com

Facebook: <https://www.facebook.com/pages/Lititz-Framing-Fine-Arts/142885575776844>

Lititz Framing & Fine Arts features the Artists of Lititz Gallery which has works from over 40 local artists. Also available is digital printing and custom framing with hundreds of moldings to choose from.

Lititz Framing & Fine Arts is also happy to help with your passport photos.

Featured at Lititz Framing & Fine Arts:

Luther Acres

600 East Main Street

Lititz, PA 17543

Phone: 717-626-1171

Website: www.luthercare.org

Email: info@luthercare.org

Facebook: <https://www.facebook.com/Luthercare>

At Luther Acres, the dedicated staff is committed to providing an environment—and lifestyle—where wellness and vitality is their focus. They offer cottages and apartments with maintenance-free living and access to great amenities on a 55-acre campus. Luther Acres is dedicated to making lives as healthy, enriching and enjoyable as possible. Here, there are abundant opportunities for events, education and fun for the residents. The Luther Acres Towne Center, which is open to the greater community, makes Luther Acres so much more than a retirement community; it becomes a destination for all who live in the neighboring area. This makes Luther Acres unique in Lancaster County, offering a place where people can meet and socialize. Luther Acres is truly "Together in Community." For the 2015 Lititz Chocolate Walk, Luther Acres' dining staff presents their Gluten Free Chocolate Brownie Torte, which is a delicious double chocolate brownie torte made with Wilbur's cocoa and semi-sweet chocolate chunks, topped with a Nutella butter cream and hazelnut praline!

Stop #4 – Lititz House Bed and Breakfast

301 North Broad Street

Lititz, PA 17543

Phone: 717-626-5299

Contact: Innkeepers Heidi & John Lucier

Web site: www.lititzhouse.com

Email: stay@lititzhouse.com

Facebook: <https://www.facebook.com/pages/Lititz-House-Bed-Breakfast/94123927765>

This beautiful colonial revival home was built in 1904 and has the original, stunning chestnut woodwork and pocket doors that were common in turn of the century homes. It is centrally located in beautiful downtown Lititz, just three blocks north of Main Street. The entire house is decorated with warm colors, beautiful furnishings and cozy areas for relaxing. Whether travelling for business, a weekend getaway or an extended vacation, make the Lititz House Bed and Breakfast your home.

Featured at Lititz House Bed and Breakfast:

Spence Candies

558 East High Street

Elizabethtown, PA 17022

Phone: 717-361-9366

Hours: (October through Father's Day) Wed.-Fri. 10 a.m.-6 p.m.; Sat: 10 a.m. - 4 p.m.

Contact: Wendie Spence

Email: info@spencecandies.com

Web site: www.spencecandies.com

Spence Candies is pleased to once again participate in the 2015 Lititz Chocolate Walk and share their passion for chocolate with you! They invite you to visit their retail shop and candy kitchen in historic Elizabethtown, where you can watch their candies being cooked, formed, and enrobed in chocolate. Spence Candies' ever-expanding line of high-quality and award-winning confections includes their famous soft and buttery caramels, almond butter crunch, truffles, hand-cooked creams, peanut butter pretzels, cherry cordials, homemade marshmallow and caramallows, plus many more traditional and contemporary favorites, unique creations, and a large selection of sugar-free chocolates. Looking for that perfect gift? You'll find it at Spence Candies, beautifully wrapped and ready to take home!

Stop #5 - Lititz Watch & Jewelry

119 North Broad Street

Lititz, PA 17543

Phone: 717-627-1227

Contact: Bill Coldren

Hours: Tues-Fri: 10 a.m.-6 p.m.; Saturday: 10 a.m.-1 p.m.; Closed Sundays and Mondays

Web site: [http:// www.LititzWatch.com](http://www.LititzWatch.com)

Email: Bill@LititzWatch.com

Facebook: https://business.facebook.com/pages/Lititz-Watch-Jewelry/418589674859380?business_id=928952077156468

A great locally-owned family business, Lititz Watch & Jewelry offers jewelry, watches, home décor, fine art and clocks. Offered are works from Kenneth Jay Lane, Patricia Locke, Amy Kahn Russell, Sekoya Originals, Ron Korczynski Ceramics, Hamilton Watch, Citizen, Victorinox Swiss Army, Howard Miller, Hermle, Infinity, just to name a few. This business is also highly respected for their quality repairs on watches, clocks and jewelry. Lititz Watch & Jewelry is your local place to shop for the finer things in life.

Featured at Lititz Watch & Jewlery:

Lancashire Terrace Retirement Village

6 Terrace Drive

Lancaster, PA 17601

Phone: 717-569-3215

Website: <http://wilmacliving.com>

Facebook: <https://www.facebook.com/pages/Lancashire-Terrace-Retirement-Village/147631155281515>

Lancashire Terrace is an independent-living neighborhood of cozy one and two bedroom cottages; it is a charming location with first-floor living. Living at Lancashire Terrace is maintenance-free, safe and secure. Delicious home-style meals are served each day. You'll enjoy abundant activities, friendly neighbors, distinctive personalized service and most importantly, peace of mind. There is convenient

access to quality care, should the need arise. Property taxes and housekeeping services are included in the monthly fee and their transportation takes you to shopping malls, banks, grocery stores and medical appointments. Gas heat, electricity, central air conditioning, water, sewer, and trash collection are also included. Emergency alert systems in every cottage assure 24-hour response and assistance. An assortment of entrance fee and leasing programs are available to accommodate various financial needs; they call this "living well, every day." Lancashire Terrace has prepared their signature dessert—cream puffs dipped in Wilbur's decadent dark chocolate!

Stop #6 – Greco's Italian Ices & Homemade Ice Cream

49 North Broad Street, rear, lower level

Lititz, PA 17543

Phone: 717-625-1166

Contact: Mike Greger

Hours: Sun-Sat: Noon-9 p.m.

Web site: www.venturelititz.com/grecos.php

Facebook: <https://www.facebook.com/pages/Grecos-Italian-Ices-and-Homemade-Ice-Cream/23077289191>

The very best and only place in town to enjoy true creamy, delicious homemade ice cream, homemade Italian ices, and premium soft ice cream! Greco's also offers the most extensive ice cream menu in town, featuring sundaes, milkshakes, gelatos, banana splits, and flurries in 21 different flavors. Indoor and outdoor seating is available.

Featured at Greco's Italian Ices & Homemade Ice Cream:

Greco's now makes over 80 flavors of ice cream which include the finest ingredients such as Wilbur Chocolate cocoa. They also use Wilbur Chocolate chips in their "chip" flavors such as chocolate chip, coconut chip and cappuccino chip. Stop by to sample some of their 40 delicious ice cream and Italian Ice flavors, among them chocolate Italian ice, and many of homemade ice cream flavors such as chocolate marshmallow, chocolate peanut butter cup, chocolate mint chip, chocolate mousse, chocolate x-tream and their newest Chocolate Walk flavor, "Rock Lititz Chocolate."

Stop #7 – Freeze and Frizz *(Please enter through the side door!)*

45 North Broad Street

Lititz, PA 17543

Phone: 717-626-2767

Contact: Dan Furlow

Hours: Mon-Sat: 10 a.m.-10 p.m.; Closed Sundays

Facebook: <https://www.facebook.com/pages/Freeze-Frizz/120546937960653>

Freeze and Frizz serves all your American favorites--burgers, fresh-cut fries, cheese steaks, and their famous BB-Q. They also offer soft-serve ice cream, shakes, floats, and ice cream sodas. Owned and operated by the Furlow family in Lititz since 1969, Freeze & Frizz has been a Lancaster county favorite tradition for over 40 years.

Featured at Freeze & Frizz:

For the seventh annual Lititz Chocolate Walk in 2008, Freeze and Frizz created a mini-sundae featuring Sturgis pretzels and a Wilbur Bud, drizzled with hot fudge and topped with whipped cream! You will definitely enjoy the Lititz Chocolate Sundae during this 2015 Lititz Chocolate Walk!

Stop #8 – Tomato Pie Cafe

23 North Broad Street

Lititz, PA 17543

Phone: 717-627-1762

Contact: Brenda Blevins

Hours: Mon-Sat: 7 a.m. -9 p.m.; Sun: 8 a.m.-3 p.m.

Web site: www.tomatopiecafe.net

Facebook: [https://www.facebook.com/pages/Tomato-Pie-Cafe/164887270208535?](https://www.facebook.com/pages/Tomato-Pie-Cafe/164887270208535?hc_location=timeline)
[hc_location=timeline](https://www.facebook.com/pages/Tomato-Pie-Cafe/164887270208535?hc_location=timeline)

This charming Victorian eatery is the second oldest in Lititz. Dating back to the 1900s, this building has been the home to many great eateries ever since. Today it is the home to one of Lititz's most popular eating establishments featuring its famous dish--tomato pie, which by the way, is not pizza! Your experience here will take you back in time by listening to swing music while sipping on your favorite espresso beverage served by the friendly wait staff dressed in 1900s attire. The menu is simple but

artful and uniquely delicious. All the pastries and desserts are provided by Bakery at the Cupboard. Join them for a full breakfast, lunch or light dinner as you choose to dine inside or outside on their "Tomato Patch Patio."

Featured at Tomato Pie Café:

Bakery at the Cupboard

12 West Newport Road

Lititz, PA 17543

Phone: 717-626-9102

Contact: Samantha Fisher

Hours: Mon-Fri: 6 a.m.-5 p.m.; Sat: 7 a.m.-3 p.m.; Closed Sundays

Web site: lititzfamilycupboard.com/bakery

Email: bakeryatthecupboard@gmail.com

Bakery at the Cupboard, Lititz's largest full service bakery, will be featuring their signature chocolate coconut macaroon. This classic chewy-yet-crunchy confection will be paired with Wilbur's creamy dark chocolate! Bakery at the Cupboard is located at the Lititz Family Cupboard only a mile north of town at the crossroads of Route 501 and Newport Road. From Saturday, October 10, 2015 through Saturday, October 17, 2015, if you buy one cookie at the Bakery, get one cookie FREE (of equal or lesser value). Your 2015 Chocolate Walk button must be presented at the time of purchase.

Stop # 9 – Cherry Acres

23 East Main Street

Lititz, PA 17543

Phone: 717-626-7557

Contact: Kim Kampen

Hours: Mon-Sat: 10 a.m.-5 p.m.; Sun: 11 a.m.-4 p.m.

Web site: www.cherryacres.com

Email: cherryacres@yahoo.com

Facebook: <https://www.facebook.com/cherryacresoflititz>

Cherry Acres features an eclectic mix of furniture handmade in Pennsylvania from reclaimed barn wood, imported pottery and iron, and antiques/collectibles from around the world! Custom orders for furniture are welcome.

Featured at Cherry Acres:

Chef Tim Whitmyer of Scooter's Restaurant and Bar

921 Lititz Pike

Lititz, PA 17543

Phone: 717-627-5666

Contact: Dawn Quinn

Hours: Sun-Thur: 11 a.m.-Midnight; Fri-Sat: 11 a.m.-1 a.m.

Web site: <http://www.scooterslititz.com/>

Email: scooterlititz@yahoo.com

Facebook: <https://www.facebook.com/pages/Scooters-Restaurant-Bar/111627698861802>

Scooter's Chef Tim Whitmyer, formerly of Tome's Landing, Chancy's and Willow Valley, will again be grilling up his famous decadent chocolate sandwiches along with Scooter's owner Dawn Quinn and her husband, Tim Hepler. If you are lucky, sometime during the day they might throw in some variations!

Stop #10 – Clemintine's

25 East Main Street

Lititz, PA 17543

Phone: 717-951-5897

Contact: Donna Girvin

Hours: Mon-Sat: 10 a.m. -5 p.m.; Closed Sundays

Web site: www.clemintineslititz.com

Email: DKGirvin@gmail.com

Facebook: <https://www.facebook.com/pages/Clemintines/527581177261585>

Be sure to visit Clemintine's, a lovely, intriguing boutique featuring clothing including ladies sizes 2 to 3X, scarves, purses, jewelry, watches and rings to suit your taste.

Featured at Clemintine's:

Scratch Cupcakes

3 West Main Street
Ephrata, PA 17522
Phone: 717- 466-6464
Contact: Laura Will

Hours: Tues-Sat: 10 a.m.-6 p.m.; Closed Sundays and Mondays

Web site: www.scratchbakes.com

Email: scratchcupcakes@yahoo.com

Facebook: www.facebook.com/scratchcupcakes

At Scratch, handcrafted, fresh ingredients are a way of life and they pride themselves on the promise that all of their baked goods are indeed made from scratch. You will fall in love with their moist cakes, fluffy buttercreams, house-made caramels, latte syrups, sandwich sauces, and decadent chocolate ganaches. Scratch's gourmet sandwiches and house-made soups and sides make for the perfect lunch combo. Looking for just dessert? With a daily rotation of freshly baked cupcakes, brownies, cakes, cookies, bars, etc. they have something for everyone. Top it all off with one of their coffees or specialty lattes and you're good to go. Life is sweet at Scratch--they bake LOVE into every bite!

Stop #11 – JoBoy's Brew Pub

27-31 East Main Street

Lititz, PA 17543

Phone: 717-568-8330

Contact: Jeff and Jo Harless

Hours: Mon-Thurs: 11 a.m.-10 p.m.; Fri-Sat: 11 a.m.-11 p.m.; Sun: 11 a.m.-9 p.m.

Web site: www.joboysbrewpub.com

Email: jeffandjo@joboysbrewpub.com

Facebook: www.facebook.com/jobboysbrewpub

JoBoy's Brew Pub specializes in serving authentic southern barbeque and hand crafted beer in a friendly family atmosphere. At JoBoy's every dish is created using the freshest meats and their own homemade rubs and sauces, prepared exactly as they did in barbeque competitions. JoBoy's takes no short cuts! Their beer is hand-crafted from the best grains and hops that they can obtain from around the world and brewed here on site.

Featured at JoBoy's Brew Pub:

Enjoy a very special culinary surprise created especially for the 2015 Lititz Chocolate Walk!

Stop #12 - Aaron's Books

35 East Main Street

Lititz, PA 17543

Phone: 717-627-1990

Contact: Todd and Sam Dickinson

Hours: Mon-Sat: 10 a.m.-5 p.m. with extended hours during the summer and holidays

Web site: www.aaronsbooks.com

Email: info@aaronsbooks.com

Facebook: <https://www.facebook.com/Aaronsbooks>

Aaron's Books is a family-owned and operated Independent Bookstore, with thousands of new and used books for all ages and interests. Aaron's hosts a variety of free public events for the Lititz community, including author visits, activities for children, and several book clubs. This year, Aaron's presents its 7th Annual Children's Book Festival, featuring nationally recognized authors providing workshops, readings, and book signings for young readers, teachers, and librarians on November 13-15. More information can be found at: <http://lititzkidlitfest.com/>.

Featured at Aaron's Books:

Emma's Gourmet Popcorn

261 Hill Road

New Holland, PA 17557

Phone: 717-354-8064

Contact: Anna Mary Esh

Website: www.emmaspopcorn.com

Facebook: <http://www.facebook.com/Emmagourmetpopcorn>

Email: emmaspopcorn@gmail.com

Emma's Gourmet Popcorn was founded in 2006 by the owner's mother, Emma Fisher. Anna Mary, the

owner, now runs the shop with her daughters. Located at her home for the past five years, they have expanded and developed many new flavors like, Caramel Espresso, Chocolate Maple Bacon, Cinnamon Bun and they now also make biscotti and energy bars that are hard to beat! From large round pizza popcorn party trays and bulk bags sold by the pound to small snack size bags, Emma's Gourmet Popcorn has the perfect snack for your party! They offer samples every day so stop in, smell it, taste it and buy it! YOU WILL LOVE IT!

Stop #13 – The Sturgis Haus Brewery

43 East Main Street

Lititz, PA 17543

Phone: 717-627-7827

Contact: Heidi and Jim

Hours: Fridays: 5 p.m. to 9 p.m. and Saturdays 8 a.m. to 9 p.m.

Web site: www.thesturgishaus.com

Facebook: <https://www.facebook.com/pages/sturgishaus>

Starting out as a labor of love in their kitchen, The Sturgis Haus Brewery is owners Heidi's and Jim's dream come true. "We love beer and good food made from old recipes, and if you do too, you've come to the right place!" they will proudly tell you. Their pork, briskets and chicken breasts are smoked low and slow over various hardwoods for the good old time smoked flavor and their sauces and dressings are all homemade from scratch. Plus, The Sturgis Haus smokes a few other specialties too; hamburgers, hot dogs, turkey and even their bacon is "haus" cured and smoked over hickory! Heidi and Jim brew inhouse,

using only the four main beer ingredients: malt, hops, water and yeast and then serve this at the ideal temperature of 55 degrees with slightly less carbonation compared to commercial beers. You will find several varieties of their own hand-crafted seasonal ales, porters, and stouts. The Sturgis Haus Brewery beers are available on tap and you can even take some home in one of their famous "growlers."

Featured at The Sturgis Haus Brewery:

Chocolate Stout Whoopie Pies

Stop #14 – Morton Fine Furniture

61 East Main Street

Lititz, PA 17543

Phone: 717-656-3799

Contact: Thomas Morton

Hours: Tue-Sat: 10 a.m.-5 p.m.; Sundays and Mondays by appointment

Web site: www.mortonfurniture.com

Email: thomasmorton@mortonfurniture.com

Morton Fine Furniture has been a staple in Lancaster County for over 20 years by designing and handcrafting the finest bedroom, dining room, and living room furniture you can find. Thomas Morton has been nationally recognized for his innovative designs and quality workmanship and has been featured on the Discovery Channel's "Lynett Jennings Show" and "PCN's Factory Tours." Stop in and discuss your furniture needs with Thomas.

Featured at Morton Fine Furniture:

Achenbach's Pastries

375 East Main Street

Leola, PA 17540

Phone: 717-656-6671

Hours: Mon-Sat: 5:30 a.m.-6 p.m.; Closed Sundays

Web site: www.achenbachs.com

Email: achenbachs@frontiernet.net

Facebook: www.facebook.com/pages/Achenbachs-Pastries-Inc/

Celebrating over 60 years in the heart of Pennsylvania Dutch country, Achenbach's Pastries has been making fine baked goods since 1954. From their famous Long Johns to delicious pastries, wholesome breads, mouthwatering pies and country recipe cakes, you'll find their baked goods complement your table every time you serve them! Achenbach's pastries are carefully made "from scratch" on-site in their Leola (Route 23) location. They are proud of their products and know you'll taste the delicious difference!

Stop #15 - Candy*ology

69-B East Main Street

Lititz, PA 17543

Phone: 717- 222-1903

Contact: Rita Garson

Hours: Mon-Fri: 10 a.m.-5 p.m.; Sun: 1-4 p.m. (except in winter months—call for updates)

Web site: www.lititzcandyology.com

Email: ritagarson1@gmail.com

Facebook: <https://www.facebook.com/Candyology>

At Candy*ology it's candy fun and delicious appeal to all ages. It is a sweet way to learn science and history, to expand the minds of children--and maybe even ourselves! There is always a little kid in all of us and Candy*ology definitely pampers that child within. Candy*ology is a destination that you visit to feel good and to celebrate life!

Featured at Candy*ology:

Sensational Sweets

355 Sweets Lane

Lewisburg, PA 17837

Phone: 570-524-4361

Email: info@sensationalsweets.com

Sensational Sweets started as a family operated business, where distinctive confections are created, from the traditional to the unique. They are located on their farm in the Susquehanna Valley, right in the very heart of central Pennsylvania. Our products make wonderful gifts, lovely wedding favors and additions to gift baskets for any special occasion. Special and custom orders are always welcome.

Sensational Sweets takes pride in meeting the individual needs of every customer!

Stop #16 – Lititz Historical Foundation

137-145 East Main Street

Lititz, PA 17543

Phone: 717-627-4636

Contact: Cory van Brookhoven

Hours: Mon-Sat: 10 a.m.-4 p.m. - Memorial Day through October and special weekends in May, November, and December

Web site: www.lititzhistoricalfoundation.com

Email: lhf@dejazzd.com

Guests can visit original buildings from the 1700s while enjoying an illustrated timeline in pictures depicting the growth of Lititz from Indian settlements through the present Borough system. Original items from General John Sutter's home can be found in the museum's "Sutter Room." The main exhibit is the Johannes Mueller House, a 1792 restored home furnished with authentic period pieces.

Featured at Lititz Historical Foundation:

Chefs of Morrison Healthcare, providing superb on-site food services for Heart of Lancaster Regional Medical Center

1500 Highlands Drive

Lititz, PA 17543

717-625-5000

Web site: www.LancasterMedicalCenters.com

Facebook: [facebook.com/HeartandRegionalMed](https://www.facebook.com/HeartandRegionalMed)

Located on Highlands Drive in Lititz, PA, and built in 2004, Heart of Lancaster Regional Medical Center's unique history dates back to 1921 with the former Lancaster Osteopathic Hospital in Lancaster. We pride ourselves on providing a comprehensive range of medical and surgical services, with an intense focus on service quality and patient safety. Our mission: Compassionate, personalized care...every patient, every time. Morrison Healthcare food services delights our patients and guests with "on call" room service dining options and hospital staff and visitors with a wide variety of dining selections in our "café style" cafeteria.

Stop # 17 A & 17 B – Warwick Community Ambulance Association

151 North Lane

Lititz, PA 17543

Phone: 717-627-0143

Contact: Frank Kenavan

Hours: Twenty-four hours a day, seven days a week

Web site: www.warwickems.org

Email: info@warwickems.org

Facebook: [https://www.facebook.com/pages/Warwick-Community-Ambulance-Association/](https://www.facebook.com/pages/Warwick-Community-Ambulance-Association/168868799962353)

168868799962353

Warwick Community Ambulance offers many different services to the Lititz, Warwick, Elizabeth and Penn Township communities. Some of these services include:

- * Emergency medical care and transport

- * Non-emergency medical transport

- * Para-transit services

Their emergency and non-emergency crews typically consist of two Pennsylvania State Certified EMTs. It is not uncommon to have one of their ambulances staffed with an EMT *and* a paramedic. Their ALS squads are staffed with Pennsylvania State Certified Paramedics and their Para-transit Drivers are certified in CPR.

Featured at Warwick EMS:

Cargill Cocoa & Chocolate

48 North Broad Street

Lititz, PA 17543

Phone: 717-626-3654

Contact: Joe Sofia aka "Cocoa Joe"

Email: jsofia@cargill.com

Cargill Cocoa & Chocolate, best known locally for their Wilbur Chocolate brand, is an international manufacturer of chocolate and cocoa products. One of their chocolatiers, Joe Sofia, will be featuring a recipe developed with Cargill products. Double Peanut Caramel Clusters combine all your favorites: milk chocolate, peanuts, caramel and peanut butter. Come try one and watch them being made!

Also Featured at Warwick EMS:

2Smooth

662 Front Street

Lititz, PA 17543

Phone: 717-617-7960

Contact: Jessica Bailey

Hours: 8:00 am to 9:00 pm

Web site: www.2smoothllc.net

Email: 2smoothllc@gmail.com

2Smooth opened for business in the Spring of 2013 providing the finest Italian Ice available on the market today, Via Veneto. They chose the Via Veneto product because the business is family owned and operated, their Italian Ice is made with real fruit, the freshest ingredients consisting of a smooth creamy consistency, and it is cholesterol free, fat free and dairy free. Not to mention that it is available in 26 mouthwatering flavors. The chocolate chip flavor is by far the best with its deep chocolate taste and morsels of chocolate chips throughout each spoonful. 2Smooth is your number one treat on wheels providing hand-dipped Italian Ice to your party, community day, graduation, open house, and much more. They currently have an Italian Ice cart at the Lititz Springs Pool, they are a vendor at the Lititz Farmer's Market on Saturdays and they participate in the "Movie in the Park" events at Lititz Springs Park.

Stop #18 – Appalachian Brewing Company of Lititz

55 North Water Street

Lititz, PA 17543

Phone: 717-625-0300

Hours: Sun-Thurs: 11 a.m.-11 p.m. (kitchen closes at 10 p.m.); Friday & Saturday: 11 a.m.-Midnight (kitchen closes at 11 p.m.)

Website: www.abcbrew.com

Facebook: <https://www.facebook.com/pages/Appalachian-Brewing-Company/102001789843566>

Established in Harrisburg in 1987, Appalachian Brewing Company offers a full line of freshly handcrafted beer and gourmet sodas. Specialty beers are brewed in-house and a full Brewpub menu is offered seven days a week. Try an "Epic Burger" or if you're really hungry, the "Mile High Meatloaf." If

you still have room after all of that, how about a root beer float made with their own delicious, handcrafted gourmet root beer! ABC has locations throughout Central Pennsylvania and has called Lititz home since 2012. Cheers!

Featured at Appalachian Brewing Company of Lititz:

Zig's Bakery & Cafe

800 East Newport Road

Lititz, PA 17543

717-626-7981

Hours: Mon- Fri: 7 a.m.- 7 p.m.; Sat: 7 a.m.-3 p.m.; Closed Sundays

Zig's is excited to be in their new location in Lititz on East Newport Road. Their love of food drives them to make their products from scratch using the best local ingredients. Zig's starts the week with their raw meats, vegetables, fruits, flours, and grains. Cooking, mixing, baking, and chopping makes every loaf, dish, pan, and piece uniquely different. The bakery and deli prides itself upon its quality, customer satisfaction, and its community. Zig's passion for food also carries over into the community in which they are actively involved. This 35-year-old bakery has changed over the years but its roots in hard, honest work has been passed along from the Minnichs to the Coxs and finally, to Zig's. This year they will be creating their popular black bottom cupcake and peanut butter chocolate chip scone.

Stop #19 – Julius Sturgis Pretzel Bakery

219 East Main Street

Lititz, PA 17543

Phone: 717-626-4354

Contact: Tim Snyder

Hours: Mon-Sat: 9 a.m.–5 p.m.; Closed Sundays

Web site: www.juliussturgis.com

Email: info@juliussturgis.com

Facebook: <https://www.facebook.com/pages/Julius-Sturgis-Pretzel-Bakery/115598758465206>

The first commercial pretzel bakery in America, the Julius Sturgis Pretzel Bakery was established in Lititz in 1861. Today, the bakery and store have been newly renovated and are now operated by the Sturgis Family. Family-friendly tours feature a lesson in pretzel twisting in the original pretzel bakery. Savor freshly-baked soft pretzels still twisted by hand and find an array of tasty pretzel varieties baked by the oldest pretzel baking family in America!

Featured at the Julius Sturgis Pretzel Bakery:

Sweet and salty perfection; sample "Tom Sturgis Little Ones Pretzels" layered in peanut butter or vanilla caramel sauce and dipped in Wilbur milk or dark chocolate!

Stop #20 – Whiff Roasters & Lititz Coffee Company

219 East Main Street (behind Julius Sturgis Pretzel Bakery)

Lititz, PA 17543

Phone: 717-627-5282

Contact: Dennis Tessen

Hours: Mon-Fri: 9 a.m.-3 p.m.; Closed Saturdays and Sundays

Web site: www.whiffroasters.com

Email: stb@whiffroasters.com

Whiff Roasters is pleased to offer the Mocha Java Crunch Chocolate Bar, which is believed to be the perfect candy bar for those who love coffee AND chocolate. What better way to enjoy a perfect combination of "best friends"—fresh-roasted coffee beans and fine chocolate! Offered in two sizes—a small 1½ oz. or a larger 3 oz.—the bar is available in several wonderful flavors. These tasty bars have been produced for four years, resulting in a final product that features Wilbur's milk and dark chocolates (the latter a whopping 72% cocoa content—Whiff believes that Wilbur produces the best chocolate available) with whole, fresh-roasted gourmet coffee beans complemented, in some instances, by a well-balanced blend of assorted flavors appreciated by chocolate aficionados. In keeping with Whiff Roasters' uncompromising standard of quality, these chocolates are carefully and proudly handmade in small batches. Also being offered is Whiff Roasters' signature flavored coffee – Aztec, which is a combination of vanilla nut, cinnamon and Wilbur's cocoa. Samples will be available in regular and decaffeinated.

Stops #21 and #22 – Pots by de Perrot Studio and Gallery

201 South Locust Street

Lititz, PA 17543

Phone: 717- 627-6789

Contact: Steve de Perrot

Hours: Wed-Sat: 10 a.m.-5 p.m. and/or by appointment

Web site: www.potsbydeperrot.com

Email: potsbydeperrot@dejazzd.com

Facebook: <https://www.facebook.com/pages/Pots-by-de-Perrot/342414165818948>

In his studio, Steve de Perrot carefully throws a form on the potter's wheel, followed by numerous stages of drying, trimming, decorating and firing. The possibilities when forming and decorating by hand are virtually limitless, resulting in ware that is unique and distinctive. Steve creates a diverse line of distinct functional pottery, tile for backsplashes and tables and limited edition Christmas ornaments. This is the first time Pots by de Perrot has been a part of the Chocolate Walk. You will enjoy learning more about this Lititz treasure.

Featured at Pots by de Perrot:

Lancaster County Stroopies

105 Old Dorwart Street

Lancaster, PA 17603

Phone: 717-875-3426

Contact: Jonathan and Jennie Groff

Website: www.stroopies.net

Email: stroopies@frontier.com

Stroopies are a Dutch tradition that originated in the Netherlands, but are now handmade right here in Lancaster County! Lancaster County Stroopies are individually handcrafted and made with all natural ingredients. They would like to invite you to take a pause, place a Stroopie on top of your favorite hot beverage, and allow the steam to warm the chewy homemade caramel inside the cinnamon wafer.

Relaxing moments are good for the soul! Stroopies are also dipped in Wilbur's gourmet dark chocolate... and you can buy their Stroopies at the Wilbur Chocolate Store in Lititz year round! They make great gifts and are the perfect hot beverage companion.

Featured at Pots by de Perrot:

Fox Meadows Creamery

2475 West Main Street

Ephrata, PA 17552

Phone: 717-721-6445

Contact: Chad Fox

Hours: Mon-Thurs: 11 a.m.-9 p.m.; Fri-Sat: 11 a.m.-10 p.m.; Closed Sundays

Web site: www.FoxMeadowsCreamery.com/

Email: info@FoxMeadowsCreamery.com

Fox Meadows Creamery features hand-crafted ice cream made on-site with milk from their small dairy farm just across the field; their newly opened farm-to-table creamery is conveniently located just outside of Lititz. Beyond fresh milk from their happy cows, their ice cream contains only natural ingredients and does not contain high fructose corn syrup, carrageenan or artificial flavorings. Enjoy your choice of 24 hand-crafted ice cream flavors indoors or outdoors on a wrap-around porch or patio that features views of their family farm. Beyond hand-dipped ice cream, Fox Meadows' signature ice cream treats include the Baked Fox, custom milk shakes, floats and affogatos. Fox Meadows also specializes in hot and cold café drinks and features a specialty foods country market featuring their packaged ice cream, cheese, yogurt, meats, baked goods and other delicious local foods.

Stop #23 A & 23 B – Linden Hall School for Girls

212 East Main Street

Lititz, PA 17543

Phone: 717-626-8512

Web site: www.lindenhall.org

Email: admissions@lindenhall.org

Facebook: <https://www.facebook.com/LindenHallSchool>

Founded in 1746, Linden Hall is the nation's oldest independent, college preparatory day and boarding school for girls in grades 6 – 12. Linden Hall is an academically rigorous, community that provides a culturally rich experience for both domestic and international students. The learning environment at

Linden Hall fosters curious and independent leaders who are prepared to contribute as compassionate global citizens. Linden Hall girls are involved in the Lititz community and on any given day can be seen frequenting the shops on Main Street.

Featured at Linden Hall Lyet Gallery:

Dove Chocolate Discoveries

Independent Chocolatier Nadia Krantz

Phone: 717-419-3058

Contact: Nadia Krantz

Web site: www.mydcdsite.com/nadia

Email: chocolatiernadia@yahoo.com

Dove Chocolate Discoveries is backed by one of the world's largest chocolate makers, MARS. Now you can experience the Dove Chocolate you love in a whole new light. From their cocoa rub, dressings and even BBQ sauce to chocolate-covered fruits and nuts, smoothies and martinis, there is something for everyone. DCD is the home party version of Dove, which means that you can get their products for FREE by simply hosting a chocolate tasting party! Who doesn't love FREE chocolate? You can also earn money by becoming a chocolatier and working when you want to. Visit their web site and ask Nadia about the "Sweet Life!"

Also featured at Linden Hall Lyet Gallery:

Love Give Live – Wrappers 4 Life™

1170 Erb's Quarry Road, Suite 1

Lititz, PA 17543

Phone: 717-875-9421; Store: 717-984-2309

Contact: Gail Carson

Website: www.lovegivelive.com

Email: gail@lovegivelive.com

Wrappers 4 Life™ – Custom Candy Bar Wrappers for any Occasion. And what's better than wrapping your sweet occasion around a chocolate bar? Specializing in custom wrappers for Wilbur Chocolate bars, they also offer Hershey bars and adorable Hershey nuggets with other chocolate bars available upon request. Bridal showers, wedding favors, baby showers, baby announcements, christenings, baptisms, bar/bat mitzvahs, birthdays, graduations, anniversaries, corporate events, holiday handouts and so much more are available! Their forte' is helping design very unique one-of-a-kind wrappers and putting it around your favorite chocolate bar. However, they think outside the chocolate bar and can do a number of other interesting edible custom giveaways. Love Give Live (LGL) is a new, non-profit charitable business venture that provides resources to other non-profit organizations. Wrappers 4 Life™ is part of LGL. Located at Love Give Live Gallery & Gifts, you will find a large selection of sample chocolate bar wrappers showcasing original designs, as well as custom chocolate Candy Cards™. Previously known as Gail's Sweet Creations, Wrappers 4 Life™ is a re-invented now non-profit business venture that donates 100% of its profits to charity.

Stop #24 – The Moravian House Antiques

122 East Main Street

Lititz, PA 17543

Phone: 717-475-5570

Contact: Proprietors Mark and Linda Johnson

Hours: Mon, Wed, Thurs, Fri, Sat: 10 a.m.-5 p.m.; Closed Tuesdays and Sundays

Web site: www.moravianhouseantiques.com

Facebook: <https://www.facebook.com/pages/Moravian-House-Antiques/105583992831421>

Come visit The Moravian House Antiques, a very unique shop nestled in historic downtown Lititz, located within easy walking distance from the town square. The Moravian House Antiques stocks a delightful variety of vintage antiques, handcrafted furniture, folk art from local craftsmen as well as a plentiful selection of lighting, candles and many other country-style accents.

Featured at Moravian Home Antiques:

Anstine's Homemade Candy

1901 South Queen Street

York, PA 17403

35 North Main Street

Red Lion PA 17356

Phone: 1-800-CANDY-25 (1-800-226-3925)

Contact: Anna Currier Dalby

Hours: Wed-Fri: 11 a.m.-5 p.m.; Sat: 11 a.m.-4 p.m.; Closed Mondays

Web site: www.anstinescandy.com

Email: anstine@anstinescandy.com

Facebook: <https://www.facebook.com/AnstinesCandyBox>

Annabelle Anstine began making chocolates, cakes, and pies in her kitchen using original family recipes and today, Anstine's –York's premier chocolatier since 1942—continues to create quality chocolates with no preservatives and only the finest ingredients. Anstine's has always used the highest quality cane sugar, real butter, milk, the finest fruits, freshest nuts, and Wilbur's best chocolate---and of course, plenty of love goes into ALL their products! Every confection they make is created in small batches, stirred and dipped by hand. Special occasion treats are one of their specialties as well as the creation of imaginative favors, unique chocolates, gift baskets, printed boxes, and numerous other gifts.

Stop #25 – Café Chocolate

40 East Main Street

Lititz, PA 17543

Phone: 717-626-0123

Contact: Janice Dull

Hours: Sun: 9 a.m.-5 p.m.; Mon-Thurs: 10:30 a.m.-5 p.m.; Fri-Sat: 9 a.m.-9 p.m.

Web site: www.chocolatelititz.com

Email: info@chocolatelititz.com

Facebook: <https://www.facebook.com/chocolatelititz>

There's ALWAYS something chocolate to delight you at Café Chocolate, where you will find an organic breakfast, lunch, and dinner menu offering savory entrees and of course, chocolate sweets. Café Chocolate has won the hearts of Lititz natives and visitors alike; and keep in mind, this is ONE Lititz Chocolate Walk location that can be found in Lititz all year round!

Featured at Café Chocolate:

This year, Cafe Chocolate has a special mini dark chocolate cupcake with espresso frosting drizzled in dark chocolate as well!

Stop#26 – Waltz Vineyards Estate Winery

32 East Main Street

Lititz, PA 17543

Phone: 717-664-WINE (664-9463)

Web site: www.waltzvineyards.com

Email: info@waltzvineyards.com

Facebook: <https://www.facebook.com/WaltzVineyards>

Waltz Vineyards was established in 1997 by Jan and Kimberly Waltz. Situated on a beautiful hill in Manheim, PA, just fifteen minutes from Lititz, this sixth-generation family farm boasts a unique microclimate

and world- class vineyard soils. This terroir is ideal for growing vinifera wine grapes!

Featured at Waltz Vineyards Estate Winery:

Miesse Candies

Miesse Overlook Town Center

2065 Fruitville Pike

Lancaster, PA 17603

Phone: 717-392-6011

Contact: Tracy Artus

Hours: Factory Outlet: Mon-Fri: 8 a.m.-4 p.m.; Overlook Retail Shop: Mon-Sat: 10 a.m.-6 p.m.

Web site: www.MiesseCandies.com

Email: miessecandies@gmail.com

Facebook: <https://www.facebook.com/MiesseCandies>

Miesse Candies was founded in Lancaster County, Pennsylvania in 1875. For more than 140 years they have remained dedicated to providing fresh, quality chocolates to their customers. Using all natural ingredients such as pure vanilla, real butter, and fresh cream, with no added preservatives, their rich chocolate is made with real cocoa butter unlike other confectionary-based chocolates. All of Miesse's fruits and nuts are hand-dipped the old-fashioned way. This fine establishment has been a favorite of

young and old chocolate lovers, offering high-quality, homemade chocolates at reasonable prices. Miesse Candies is a household word in the homes of Lancaster County families. Miesse Candies is proud to offer many specialties to its retail and wholesale customers in milk, dark and white chocolates including hand-dipped pretzels, strawberries, nuts, fruits, coconut, peanut butter, caramels, party mints, specialty soufflés and a wide assortment of handmade molded items including holiday and custom orders. Miesse's also offers a large selection of sugar free chocolates! Visit Miesse Candies at their factory outlet at 118 North Water Street at the Lancaster Central Market or at their store located at Overlook Town Center, 2065 Fruitville Pike in Lancaster.

Stop #27 – Zest!

30 East Main Street

Lititz, PA 17543

Phone: 717-626-6002

Contact: Sharon Landis

Hours: Mon-Sat: 10 a.m.-5 p.m.; Sun: 12 noon-4 p.m.

Web site: www.zestchef.com

Email: info@zestchef.com

Facebook: <https://www.facebook.com/Zestchef>

Zest! is a unique kitchen and gourmet food store for the foodie in all of us! At Zest! you will find bakeware, cookware, glassware, and gadgets galore. Zest! features April Cornell table linens as well as beautiful tablecloths from France. There are wine and cheese accessories and everything you need for your next cocktail party. In their pantry you will find local as well as global food specialties. Check their website for their schedule for their unique cooking classes. Stop in and join the rest of their customers in saying, "I love this store!"

Featured at Zest!:

Evans Candy

2100 Willow Street Pike

Lancaster, PA 17602

Phone: 717-295-7510

Contact: Steve Evans

Hours: Mon-Sat: 10 a.m.-5 p.m.; Closed Sundays; Open seasonally October through Easter

Web site: www.evanscandy.com

Email: info@evanscandy.com

Facebook: <https://www.facebook.com/pages/Evans-Candy/163597870349534>

Evans Candy is a family owned and operated business that has been producing fine homemade chocolates for over 38 years. They offer incredible-tasting chocolates for unheard of prices and produce over 50 different kinds of chocolates, all of which are made and sold at their store. In addition, Evans Candy also makes a large variety of molded chocolates in all shapes and sizes, using only the finest ingredients and everything is made without preservatives. Once you get a taste of Evans chocolates, you won't want to go anywhere else!

Stop #28 – Main Street Peddler

22 East Main Street

Lititz, PA 17543

Phone: 717-627-4511

Contact: Chris Sensenich

Hours: Mon-Sat: 9:30 a.m.-5 p.m.; Open Sundays April-December: 10 a.m.-3 p.m.

Web site: <http://mainstreetpeddler.blogspot.com/>

Email: clks@ptd.net

Facebook: <https://www.facebook.com/pages/The-Main-Street-Peddler/56947511047>

Whether you enter the Main Street Peddler from the front door or the side porch, you'll immediately be delighted by the wonderful displays full of folk art, antiques, primitives and collectibles from Byers' Choice, Bethany Lowe, Cat's Meow, KD Vintage, Meadowbrooke Gourds and Willow Tree angels. You will

also find great items from local artists and crafters, as well as lighted Moravian stars, accent lights, and a fabulous selection of unique light bulbs. Be sure not to miss the seasonal room, which in October becomes a Halloween lover's favorite haunt! You, too, will soon be calling Main Street Peddler one of your favorite shops!

Featured at Main Street Peddler:

Renewal Kombucha

200 Leaman Street

Lititz, PA 17543

Phone: 484-525-3575

Hours: Saturday: 8 a.m.-12 noon at the Lititz Farmer's Market; Sunday: 9 a.m.- 1 p.m. at the West Reading Farmer's Market

Web site: www.DrinkRenewal.com

Email: Info@DrinkRenewal.com

Facebook: <https://www.facebook.com/DrinkRenewal>

Renewal Kombucha tea is brewed with organic tea leaves and herbs, sweetened with organic evaporated cane sugar, and fermented using a living culture of probiotic bacteria and yeast, often called a "Mother" or a "SCOBY". The result is a fizzy, citric, slightly tart drink that dances on your tongue like Elvis on the Milton Berle Show. Kombucha has been shown to have multiple health benefits such as aiding in digestion, boosting the immune system, and enhancing mental functioning. Renewal Kombucha is dedicated to ethical and sustainable business practices, using fair-trade ingredients and recycled or renewable materials as much as possible. They are confident that, whether you're a veteran to Kombucha or still trying to learn how to pronounce the word, you'll find something to like in their selection of teas. They hope to see you soon!

Stop #29 –Think Silk/Zum Anker Alley Shoppes

22 East Main Street, Rear

Lititz, PA 17543

Phone: 717-371-1646

Contact: Alice Bracken

Hours: Mon-Fri: 9 a.m.-5 p.m.; Sat: 10 a.m.-5 p.m.; Closed Sundays

Web site: www.ZumAnkerAlleyShoppes.com

Email: ThinkSilk@aol.com

Facebook: <https://www.facebook.com/pages/Think-Silk/186823211333989>

Step back in time to the year 1942 in the renovated Lititz Record Express Newspaper building, where you will experience a different kind of shopping down Zum Anker Alley. Owners Bud and Alice Bracken travel the country selling her unique silk floral arrangements at craft shows and as they do, they find work from other artisans that they purchase and now have in their shop. Along with the original floral arrangements, you will find whimsical garden stakes, solar and glow-in-the-dark items, limited edition realistic wild birds for the bird lover, framed prints from well-known artists, original works of art and collectibles, limited edition prints, decorative fans in the shape of animals along with items for all wine enthusiasts. Please be sure to visit their gallery on the second floor to see Amish-made furniture, copper lizards and "Birds on Things" that will make you chuckle when you read the titles.

Featured at Think Silk/Zum Anker Alley Shoppes:

Portage Florals

Portage, PA

Phone: 814-736-7673

Contact: Pat Koenigsberg

Website: www.portageflorals.com

Email: PortageFlorals@verizon.net

The wonderful, extremely popular chocolate mice being served are made by Pat Koenigsberg and all the little elf helpers from Portage Floral in Portage, PA. Portage Floral specializes in wedding design, from invitations and destination weddings to tux rentals, photography, and wedding flowers. If you have a wedding need, Pat can certainly fill the order!

Stop #30 – General Sutter Inn and Bulls Head Public House

14 East Main Street (on the Town Square)

Lititz, PA 17543

Phone: 717-626-2115

Contact: General Manager Joseph Cilluffo

Hours: Sun-Thurs: 11 a.m.-11 p.m.; Fri-Sat: 11 a.m.-midnight

Web site: www.generalsutterinn.com

Email: info@generalsutterinn.com

Facebook: <https://www.facebook.com/GeneralSutterInn>

The moment you step into the lobby of the General Sutter Inn you will get a feeling of stepping back in time. Throughout 200 years of constant activity, in the hands of caring innkeepers, the inn continues to operate much the same as it did so many years ago. The historic General Sutter Inn offers guests an opportunity to experience a true country inn with sixteen spacious rooms and suites decorated in antique country and Victorian styles. The General Sutter has recently unveiled six new luxury suites with a fabulous rock theme décor featuring fixtures and furnishings created by the designers at Clair, Tait Towers and Atomic and inspired by the sound and staging they created for some of the world's top performers.

Featured at the General Sutter Inn:

Mexican Chocolate coffee

Stop #31 – Olio Olive Oils & Balsamics

41 South Broad Street

Lititz, PA 17543

Phone: 717- 627-0088

Contact: Pete Desimone or Joe Desimone

Hours: Mon-Thurs and Sat: 10 a.m.-5 p.m.; Fri 10 a.m. to 6p.m. Closed Sundays

Website: www.oliooliveoil.com

Email: oliooliveoil@gmail.com

Olio is a family owned, "try before you buy," olive oil and balsamic store. Take a moment to enjoy some of their olive oils from locations such as Greece, Italy, Spain, and California to name a few. Also try their

5 Star Balsamic from Modena; it is so thick and syrupy and just loaded with flavor! It is a favorite among many. Olio also carries a large selection of sea salts, peppercorns, honey and rubs as well as salsa. Olive oil soaps and lotions, cookbooks, and salt and pepper grinders are also a part of your shopping experience. With the holidays right around the corner, don't forget about sending the perfect gifts from Olio!

Featured at Olio Olive Oils & Balsamics:

Olio is proud to share a unique balsamic vinegar from Modena, Italy—their very popular Chocolate Balsamic. This balsamic can be used on most anything you would normally use with chocolate. Drizzle it on cantaloupe or strawberries or try jazzing up that vanilla ice cream a bit. In fact, it can also be used in chocolate martinis!

Stop #32 – Dosie Dough

45 South Broad Street

Lititz, PA 17543

Phone: 717-626-2266

Contact: Amy Lloyd

Hours: Mon: 6 a.m.-2 p.m.; Tues-Sat: 6 a.m.-4 p.m.; Sun: 8 a.m.-12 noon

Dosie Dough, "the" popular stop for the locals, offers a warm, friendly environment in which to relax and enjoy fine coffees, breads, bagels and mouth-watering pastries. Make it a point to visit Dosie Dough to treat yourself to a savory cup of freshly brewed coffee and a delicious sandwich made on Dosie Dough bread!

Featured at Dosie Dough:

During this year's Lititz Chocolate Walk, Dosie Dough will be featuring their scrumptious triple chocolate brownie—a bar with a brownie bottom, a chocolate chip center, and chocolate fudge topping!

Guidelines
for events held on public property
in the City of St. Augustine

10.01.12

City of St. Augustine
Public Affairs Department

-- Contents --

Introduction

I. Event site

- Venues
- Right-of-ways
- Open use areas

II. Event date

- Scheduling request
- Date availability
- Scheduling confirmation

III. Event planning

- Operations profile
- Event Review Committee
- Operations profile review

IV. Event operation

- Unified operation plan
- Event summary
- Staff assistance

V. General policies

- Compliance
- Insurance
- Portable toilets
- Alcoholic beverages
- Public safety
- Amplified sound
- Weapons
- Signage
- Fireworks
- Open fires
- Overnight Camping
- St. Johns County Local Business Tax
- Site maintenance

VI. Site descriptions

Venues

- Francis Field
- The Gazebo in the
Plaza de la Constitución
- The VIC/The Promenade/
The Fountain Garden
- St. Augustine Municipal Marina
- Willie Galimore Center
- Lightner Courtyard

Right-of-ways

- Parade
- Procession
- Run
- Walk
- Street event or “block party”

VII. Fees

- Schedule of fees

VII. Sample forms

- Scheduling request
- Scheduling confirmation
- Event operations profile
- Unified operations plan
- Event cost accounting worksheet

Introduction

Mission

The City of St. Augustine facilitates the success of events held on public property by providing professional and reliable services.

Philosophy

St. Augustine plays host to a wide variety and a great many events that have become an important part of the community's tourist economy and often provide much needed fundraising opportunities for community based charitable and service organizations. A growing number of these events depend on the facilities made available by the City of St. Augustine and the essential support services only a municipality can provide. By making these facilities and services available to organizers at reasonable costs, the city supports the successful staging of events without placing an undue financial burden on public resources or diminishing the level of services the municipality is required to provide to residents, businesses and visitors.

I. Event site

Those publicly owned areas which are available for events are classified into three categories: venues, right-of-ways, and open use areas. Level of available services and regulations governing the use of each site varies.

Venues

Venues are specifically designated as event sites with supporting infrastructure. Events held in venues have standard operating procedures for city provided support services, and require a rigorous application process including sufficient advance notice, plan approval, staff review process, and appropriate fees.

Venues include Francis Field; The Plaza de la Constitución's Gazebo; The VIC/ Promenade/The Fountain Garden; the St. Augustine Municipal Marina; the Willie Galimore Center; and the Lightner Courtyard. Each venue has its own capacities and capabilities and are most appropriate for specific types of events, i.e. Francis Field for festivals, the Plaza Gazebo for concerts, and the Lightner Courtyard for small ceremonies.

Right-of-Ways

Right-of-Ways are generally the city's streets and sidewalks, both those maintained by the city and those under the management of the Florida Department of Transportation. Events in a right-of-way have standard operating procedures for all city provided support services, and require a rigorous application process including sufficient advance notice, plan approval, staff review process, and appropriate fees.

Right-of-Ways are most appropriate for runs, walks, parades, processions and street events or "block parties."

Open Use Areas

Open use areas are available for public use on a first-come/first-serve basis, may not be reserved, and access to the area by the general public may not be restricted in any way. The city provides no support services for events in open use areas, and no reservations, prior approvals or use fees are required.

Open use areas include Davenport Park, Oglethorpe Park, and Project SWING. Open use areas are most appropriate for family birthday parties, picnics, and other small private events held in a public space.

II. Event date

Scheduling request

All events require the submission of a scheduling request so that staff may determine the availability of the date and space requested and determine if the location requested is the most suitable for the event. The scheduling request will include proposed date and site, estimated attendance, contact information, and a brief description of the event.

Date and space availability

A date/holiday and specific site may not be reserved more than two calendar years in advance, although first right of refusal of any specific date/holiday in a specific location will be given to any organizer who held an event on that specific date/holiday the previous year in the specified location.

Request for specific date and location is addressed with consideration given to:

- Whether or not the date/holiday and site requested was used for an event the previous year and if so will that event be reoccurring;
- The proximity of the requested date to the date of other events using the same site in order to allow sufficient time for cleaning/recovery; and
- If the requested date coincides with a major holiday or event which is likely to create a significant demand on city services and resources.

Scheduling conformation

Upon staff determination that the date and space requested are available and are the most suitable for the event, the organizer may submit the non-refundable application fee and reserve the date and space.

III. Event planning

Operations profile

No later than seven months prior to an event, the organizer will submit an operations profile for review by the Events Review Committee. Some events may require a longer lead time because of their complexity, but seven months is a minimum for all events. The operations profile includes:

1) Profile form

The profile form provides a summary of the event including contact information, proposed date, estimated attendance, type of activities, name of insurer, and brief description of required city services.

2) Site plan

The site plan provides an illustration drawn to-scale of the area, whether venue or right-of-way, where the event will take place.

3) Deposit

A refundable security deposit is required of all events, the amount determined by the scope of the event, including expected costs incurred for city support services. This amount may be adjusted based on the unified operational plan.

4) Insurance provider

Organizer must identify the insurance carrier that will provide applicable certificates of insurance with the City of St. Augustine named as an additional insured.

Event Review Committee

The Event Review Committee reviews the operations profile and meets with the organizer to discuss the event's details. Only completed profiles will be reviewed. Incomplete profiles will delay the review process and jeopardize the event's approval schedule.

The Event Review Committee is an interdepartmental team representing those areas where city services are impacted by an event. While some events may require participation by additional representatives, departments/divisions/groups consistently participating include:

- City Attorney's Office
- Fire Dept.
- General Services Dept. (Municipal Marina, Facilities Management Group)
- Heritage Tourism Division
- Parking Enforcement Division
- Planning and Building Dept.
- Police Dept.
- Public Affairs Dept
- Public Works Dept (Streets/Grounds, Solid Waste/Sanitation Divisions)

Risk Management Assessment Team (RMAT)

All events, both those in venues and upon the rights-of-way, will be reviewed by the Risk Management Assessment Team will identify risk factors related to an event so that public safety needs are met. The RMAT may develop an Incident Action Plan which will become part of the unified operation plan for the event. The RMAT is comprised of multi-jurisdictional police, fire, rescue, and marine patrol personnel and resources.

Operations profile review

In reviewing the operations profile, the Event Review Committee will consider:

- If the site can adequately accommodate the event taking into account the site's infrastructure, the event's expected attendance and format (i.e. festival, concert, fair, run, parade).
- If the event coincides with other events and thus may place an undue burden on the delivery of city services to the event and/or to the community.
- If the event is in compliance with all permitting and licensing requirements from other jurisdictions, including federal, state, county and city.
- If the event may pose a public threat to residents, businesses, and visitors, not considering content of speech, message, or reaction to the message.
- How the event will impact neighborhoods in the immediate vicinity (i.e. noise, litter, traffic).
- To what extent the organizers, if responsible for a previous event on public property, adhered to city ordinances or policies or other applicable laws.
- If the event will place a undue strain on city services including those for crowd control, policing, security, parking, solid waste or traffic.
- The organizer's demonstrated ability to manage the event.

In reviewing the profile, the committee will not consider:

- The content of speech or message that may be conveyed by the event, or the identity or associational relationships of the organizer, or assumptions or predictions as to the public response to the content of speech or message conveyed by the event.

IV. Event operation

A unified operations plan is developed based on the meeting between the organizer and the Event Review Committee. The unified operations plan, managed by the Public Affairs Department, will specify:

1) The level of city-required support services

The plan will specify levels of city provided services for the event including those associated with site use, sanitation and utility service, public safety, and other personnel and/or equipment. The plan will include an estimated total cost for the services, the amount to be pre-paid, and the amount of any required deposit.

2) The responsibilities of the organizer

The plan will reiterate that an organizer's primary responsibility is adherence to the general policies for events and those specific to the site being used. Additionally, the plan will specify any other responsibilities belonging to the organizer (i.e. securing applicable permits, informational out-reach to the community regarding the event's impact).

3) The checklist and timeline

The plan will include a checklist of all required documents, permits, fees and required inspections and a timeline indicating benchmarks at which point certain items must be completed so as not to jeopardize the event. Events using a venue may be required to secure permits for the sale of food and beverage, while those using a right-of-way may need permits from the Florida Department of Transportation. All events must provide documentation of insurance as specified.

4) Defining specific logistical considerations

The plan will include logistical considerations developed to facilitate both the delivery of city services and the event's operations. Such considerations include temporary removal of obstructions such as trash receptacles, or temporary closing of certain streets, or rerouting of traffic.

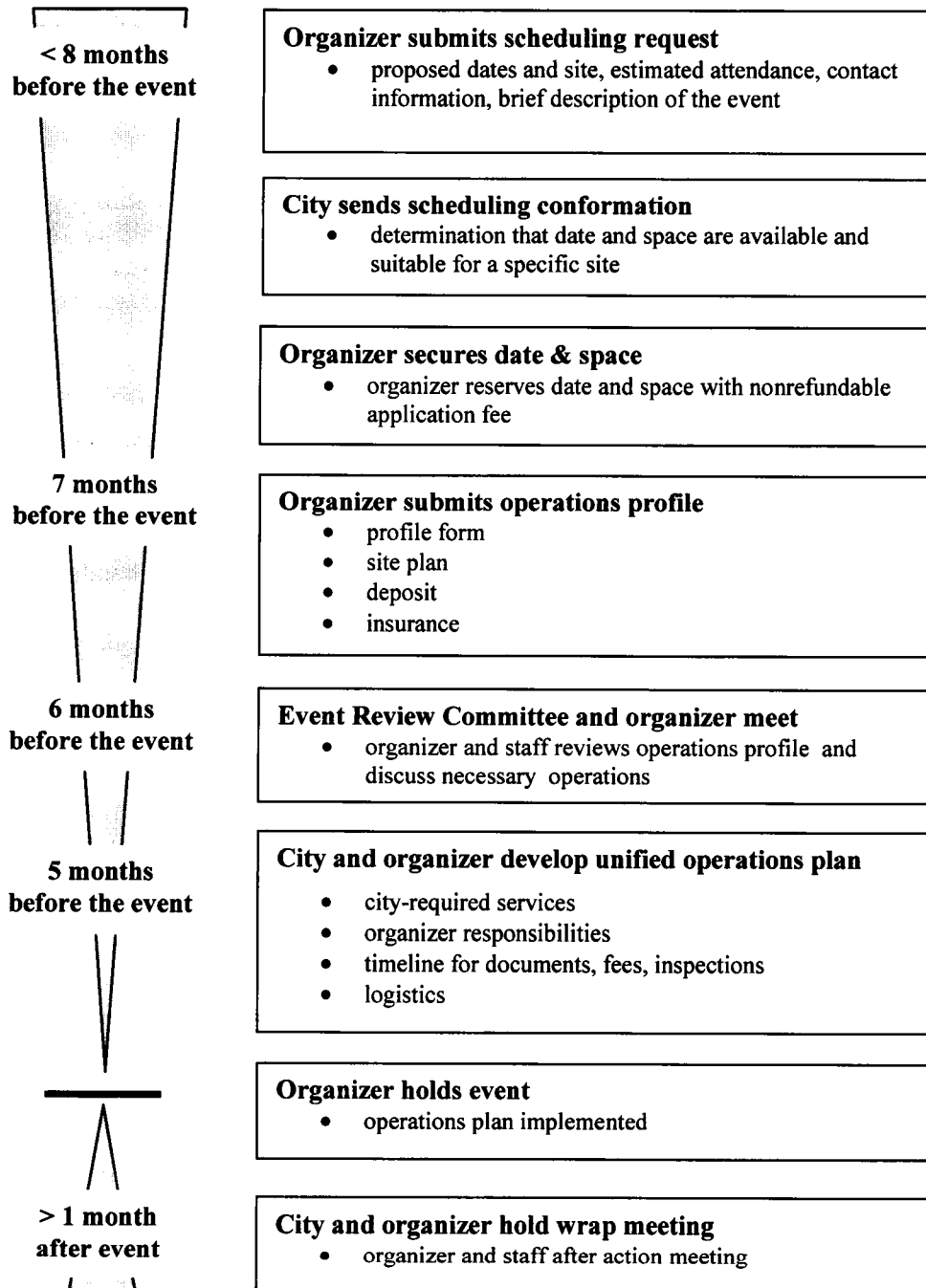
Event summary

The event summary is a internal, one-page synopsis of city provided services for an event. The summary is prepared by the Public Affairs Department drawn on information from the unified operations plan, and is distributed to city personnel involved with event management approximately one week prior to the event.

Staff assistance

Organizer will have a primary point of contact for assistance, specifically in regards to city provided services. Based on the size and complexity of the event that point of contact will be on-site as necessary and on-call throughout the event to act as liaison between the organizer and all city personnel.

Event planning and management timeline



V. General policies

Compliance

Organizer is responsible for compliance with all applicable City of St. Augustine ordinances including those related to signage, banners, noise, fire prevention, alcohol sales and consumption, occupancy, crowd control and emergency evacuation.

Insurance

The organizer must provide a certificate of insurance verifying a general liability policy coverage in the amount of not less than \$1,000,000 per occurrence / \$1,000,000 aggregate, and including the City of St. Augustine as a certificate holder/additional insured. No event will be held without proof of required insurance.

Portable toilets

The organizer is responsible for providing portable toilets, including disabled accessible toilets, hand washing stations and portable holding tanks in a sufficient amount based on expected attendance, number of days of the event, the nature of cooking and foodservice, and consistent with requirements of Chapter 11 of the Florida Building Code. The organizer and the provider of the portable facilities shall comply with the Standards for Onsite Sewage Treatment and Disposal Systems, State of Florida Department of Health, Chapter 64E-6.0101, Fla. Admin. Code, Sept. 24, 2007. The location of all portable facilities must be specified in the operations profile.

Alcoholic beverages

The organizer is responsible for ensuring that the distribution and consumption of alcohol is conducted only as allowed by law and in compliance with all required permits. The organizer is responsible for securing and completing the Application for One/Two/Three Day Permit or Special Sales License (Form DBPR-ABT-6003) from the Florida Department of Business & Professional Regulation and securing appropriate signatures from the City's Planning & Building Department. Alcoholic beverages may be sold and consumed only where and when permitted by law. Any event allowing sale or consumption of alcoholic beverages will be required to have additional security by the St. Augustine Police Department during hours when alcohol is distributed and/or consumed at a level as determined by the Police Department. The Police Department reserves the right to approve the placement of points of alcohol service.

Public safety

The City of St. Augustine Police Department and the St. Augustine Fire Department are the lead agencies for public safety relating to events within their jurisdictions. Both departments will work with the organizer to develop a suitable plan that will provide a safe environment for participants and attendees and not impede the event's operations.

Representatives from each department will determine the level of services an event requires based on the type of event, location and expected attendance. If the event's impact causes limitations on access to certain areas by the fire department, the organizer is responsible for the cost of the establishment of a temporary satellite fire unit. The cost of all public safety services is the responsibility of the organizer. Additionally, for any event with 250 or more attendees, the organizer is responsible for ensuring the event has trained and Certified Crowd Managers at a ratio of 1:250 attendees and as provided in accordance with National Fire Protection Association standards (NFPA 101.12.7.6).

Amplified sound

The City prohibits unreasonable or disruptive noise that is incompatible with normal activities in certain locations at certain times. City ordinances require that "no person shall cause, suffer, allow, or permit the operation of any source of sound in such a manner as to create a sound level that exceeds the sound level limits" (ART IV. Section 11-86--1-94). There may be instances when the organizer will need to apply for a special permit to exceed noise levels as defined in Sec. 11-92. Permits for entertainment may be granted under the following conditions:

- 1) The function must be open to the public (admission may be charged);
- 2) The function must take place on public property;
- 3) The permit will be given for only eight (8) hours in one (1) twenty-four-hour day;
- 4) The function must be staged between the hours of 9:00am and 12:00am.

The City may prescribe any reasonable conditions or requirements it deems necessary to minimize adverse effects upon the community or the surrounding neighborhood, including use of mufflers, screens or other sound-attenuating devices.

Weapons

Weapons, including firearms, knives, etc., whether modern or historic in nature, are prohibited in any event unless they are an essential part of entertainment, exhibits or demonstrations and their use is approved by the City Police Chief. Events utilizing historic weapons must meet safety standards set by the St. Augustine Police Department including proof of applicable certifications and sufficient levels of training with such weapons specifically for public demonstrations utilizing such weapons.

Signage

Event signs (promotional, directional, etc.) may be displayed only as permitted by law.

Fireworks

Fireworks are prohibited unless approved by the City Fire Marshal.

Open fires

Open fires are prohibited unless approved by the City Fire Marshal.

Overnight Camping

City ordinances prohibit sleeping overnight vehicles on public property, thus event participants, including entertainers, vendors, volunteers, etc. are not permitted to stay in recreational vehicles, campers or other vehicles overnight. Exceptions may be made for the purpose of providing overnight security with the approval of the Police Chief. Certain events, such as historical reenactments may request permission for limited overnight camping when it is an essential part of exhibits or demonstrations.

St. Johns County Local Business Tax

The St. Johns County Local Business Tax is regulated by Florida Statute 205 and St. Johns County Ordinances 72-2 and 87-36. The organizer may elect to pay the Business Tax Receipt in a single specified amount for the event or may acquire the Business Tax Receipts on behalf of the vendors and pass that cost along to each vendor. Otherwise, each vendor will be required to acquire an individual Business Tax Receipt. An application may be made in advance with arrangements through the Tax Collector's office or an onsite visit by Tax Collector Field Inspectors. To obtain the downloadable Business Tax Receipt Application or learn more about the regulations visit the St. Johns County Tax Collector's web site at www.sjctax.us and click on "Business Tax Receipt." For additional details or to make arrangements for staff to visit the event during set-up, contact the Tax Collector's office at 904.209.2285.

Site maintenance

The City of St. Augustine has an obligation to maintain public property and reserves the right to conduct such measures as is necessary to ensure that maintenance is performed in a timely manner to structures, landscaping and public right-of-ways. Every effort will be made to notify an event organizer of scheduled or emergency maintenance when such maintenance may affect an event and will work with the organizer to minimize any inconvenience arising from such maintenance. Should the organizer decide not to use the site because of such circumstances, fees for unused services will be refunded. The City of St. Augustine is not liable for any expenses incurred by the organizer arising from unscheduled or emergency maintenance or rescheduling of an event.

VI. Site descriptions

Following are brief descriptions of sites managed by the city that are available for special events. These descriptions are not meant to be comprehensive, but rather to offer a general guide to opening discussions regarding an event on public property. Each site carries guidelines specific to that location.. The following descriptions are just the first step in constructive planning of special events held on public property in the city. Events sites are divided into two general categories:

- A. Venues
- B. Right-of-ways

A. Venues

There are six distinct venues offered by the City of St. Augustine for the staging of events. Each carries its own policies governing its use, its level of available services, its use fee structure, and its suitability for specific types of events.

The following summaries of venues is provided as a guide to introduce each site, identify its location and the type of event most suited for that specific venue. These summaries are not intended as comprehensive sources of all rules and regulations governing the use of each venue; that information will be provided in the context of discussions between staff and the event organizer. Venues are:

1. Francis Field
2. The Willie Galimore Center
3. The Plaza de la Constitución's Gazebo
4. St. Augustine Municipal Marina
5. The Lightner Courtyard
6. The VIC/The Promenade/The Fountain Garden

1. Francis Field

Location: 55 W. Castillo Dr.

Summary: Francis Field is a four-acre site located just east of the intersection of Ponce de Leon Blvd. (US Hwy 1) and West Castillo Drive, adjacent to the municipally operated St. Augustine & St. Johns County Visitor Information Center and the Historic Downtown Parking Facility. The site has a grass surface fenced by a 40" chain-link fence with two vehicular entrances and five pedestrian entrances. Basic utilities (water and electric) are offered as is a small event support building.

Use: The site is most often used for large music or food festivals, and arts and craft shows.

2. The Willie Galimore Center

Location: 399 Riberia St.

Summary: The Willie Galimore Center is adjacent to Eddie Vickers Park, site of the Lincolnville Farmers Market (Sundays) as well as CitySprout's Lincolnville Community Garden. Built as a multi-purpose facility in 1984, the facility features two function rooms. The large room will seat 143 people in a banquet style and can accommodate up to 280 people for a stand-up event, such as a reception. The smaller room will seat 30 people for dining and 80 people for a stand-up event. The Center also features a kitchen, with ice machine, and restrooms sufficient for the facility's capacity.

Use: Receptions, dinner functions, exercise and arts/crafts classes, club meetings.

3. The Gazebo in the Plaza de la Constitución

Location: bounded by St. George St., Cathedral Pl., Charlotte St., King St.

Summary: The Plaza de la Constitución, listed on the National Register of Historic Places, is located in the center of downtown St. Augustine and has served as a gathering place since the late 16th Century. Use of the site is strictly limited to The Gazebo in the center of the site which includes a small thrust stage, electrical service and interior lighting.

Use: Events that are limited to the use of a stage such as concerts, presentations, ceremonies and rallies.

4. St. Augustine Municipal Marina

Location: 111-E Avenida Menendez

Summary: The St. Augustine Municipal Marina is located in the heart of St. Augustine, just south of the Bridge of Lions. This location provides a picturesque and convenient harborage for sail and power boats with staff on duty 24/7/365. Fuel, oil, ice and complimentary pump-out stations secure restroom/shower facilities and a laundromat are available on site. The site also includes a half-acre, waterfront lawn.

Use: Waterfront related events including boating clubs, fishing tournaments, concerts, weddings, and private parties, governmental, civic and social gatherings. Event catering, tents, tables, chairs and set up for all events are available through the Municipal Marina. The lawn area is also available for use separate from the marina. Electrical power, potable water and public restrooms are available on site.

5. The Lightner Courtyard

Location: 75 King St.

Summary: The Lightner Courtyard, an open interior space in The Alcazar Building built in 1889 as the Alcazar Hotel, is now the location of the Lightner Museum and the City of St. Augustine City Hall. Activities in the area are limited by available space, time of day and number of participants largely because of the building's primary use as an office and commercial facility.

Use: Wedding related events including ceremonies, rehearsals, and photography sessions.

6. The VIC / The Promenade / The Fountain Garden

Location: 10 S. Castillo Dr.

Summary: The VIC dates from the 1930's serving generations of residents as a function space, and of visitors as their stop for information. The Promenade, an open European style plaza, lies between The VIC and the Historic Downtown Parking Facility. The Fountain Garden is a small lawn area that includes a replica of a fountain in Avilés Spain.

Uses: The VIC: exhibits, seated dinners or receptions. The Promenade: booth oriented festivals. The Fountain Garden: small receptions, ceremonies, presentations. The three areas may be used in conjunction with each other or as separate entities.

Note: The Promenade and The Fountain Garden are restricted to City of St. Augustine sponsored or produced events directly related to the heritage tourism purposes. The Promenade and The Fountain Garden are not available for use by persons, groups or purposes outside these perimeters.

B. Right-of-Ways profiles

Events staged on the streets or sidewalks of the city are considered to be in the right-of-way. Such events take extraordinary planning and management to ensure the safety of event participants, attendees and spectators. Additionally, such events by their very nature will disrupt the community which relies on the dependable access to its streets and sidewalks so strict management of location, time, and route is necessary.

As right-of-way events are being planned the city will provide template formats that will offer greater security for public safety and will likely be most cost effective for the organizer.

Events held in the right-of-way may be defined as one of five types based on size and format of the event. Those types of events are:

1. Parade
2. Procession
3. Run
4. Walk
5. Street event / “block party”

1. Parade

A parade is an event held at a specified time and date, has a pre-approved route along public streets, and requires the rerouting or interruption of vehicular traffic for more than thirty minutes. The City of St. Augustine has two pre-determined parade routes of varying lengths and complexity, the Downtown Loop (~1.2 miles) and the San Marco/Downtown Route (~1.6 miles). Additionally, because of the varying length and complexity, some parades are more suitable for one route over another.

2. Procession

A procession is an event held at a specified time and date, has a pre-approved route along public streets, and requires only intermittent interruption of vehicular traffic and never for more than thirty minutes. The City of St. Augustine has pre-determined procession routes of varying lengths and complexity, although because of processions’ brevity there is greater flexibility in developing unique routes. Additionally, processions may be small enough to remain on sidewalks and only interface with traffic at designated pedestrian crossing points.

3. Runs

A run is an event held at a specified time and date, has a pre-approved route along public streets, requires rerouting or interruption of vehicular traffic for more than thirty minutes and likely intermittent interruption of vehicular traffic. The city has pre-determined run routes of varying lengths and complexity.

4. Walk

A walk is an event held at a specified time and date, has a pre-approved route along public sidewalks, and does not require rerouting or interruption of vehicular traffic. Although the City of St. Augustine does not have pre-determined walk routes, because they remain on sidewalks and only interface with traffic at designated street crossing points, routes of previous walks will be provided for consideration.

5. Street event or “block party”

Residents and/or businesses in a specified area may request the closure of a street they have in common/share for a street event or “block party.” The closure must not interfere with the normal flow of business for areas outside the specified area and must not create an impediment to emergency services.

Granting a street event permit is allowed only for the enhanced safety of pedestrians attending the event and does not permit the placement of any items (i.e. tables, chairs, stage) in the street. Additionally, all ordinances regulating activity on a public street remain in force (i.e. open containers, signage).

Examples of street events include those held in a residential area by neighborhood associations or in business districts when anticipated crowds dictate such closing for pedestrian safety.

Street events are subject to all the requirements as other events (i.e. insurance, crowd managers, etc.).

VII. Fees

Fees associated with events held on public property are determined at a rate sufficient to cover all costs of the services delivered by the City of St. Augustine.

There are some basic fixed fees that remain unchanged (application fee, site use fee), and others that vary based on a standard rate (i.e. personnel by the hour or solid waste by the volume).

For some events, depending on their complexity, an exact determination of costs prior to the event may not be possible, but city staff will work diligently to provide an accurate estimation based on the past history of the specific event or similar events.

Estimation of costs will be determined during the development of the unified operations plan when details and level of city provided services of the event are confirmed.

Fixed fees and rates

Application

Fee required of all events (nonrefundable)	\$ 25.00
--	----------

Site use

Use fees are subject to state sales tax of 6% and a security/damage deposit determined by the event's location, scope, and expected costs for city support services. Per day refers to a 24 hr. period.

Francis Field

use fee per event day	300.00
use fee per shoulder day	150.00

The Gazebo / Plaza de la Constitución

use fee per day	200.00
-----------------	--------

St. Augustine Municipal Marina

use fee per day	500.00
-----------------	--------

The Willie Galimore Center

Small room use fee per hour	25.00
Large room use fee per hour	35.00
Both rooms use fee per hour	55.00

The Lightner Courtyard

use fee per hour, one hour limit per day	200.00
--	--------

The VIC/The Promenade/The Fountain Garden

The VIC use fee per day	3,000.00
The Promenade use fee per day	1,500.00
The Fountain Garden use fee per day	500.00

Fixed fees and rates *(continued)*

Solid waste services

Roll off - per unit	175.00
Roll-off disposal fee	Based on volume
Dumpster - per unit (includes disposal)	65.00
Trash cart - per unit	10.00

Streets & grounds services

Drop off/retrieval (per hour)	30.00
Traffic control devices (per unit)	
sign	5.00
barricade	3.00
cone	.50
water barricade (personnel/equipment to service barricade)	150.00

Utility services

Water - initial 3,000 gallons	16.46
- per additional 1,000 gallons	4.56
Electric (Francis Field only)	Based on consumption

Public safety services

Police	
Personnel (per officer per hour, two hour minimum)	33.00
Additional costs may be incurred if police vehicles or other equipment is required	
Fire	
Personnel (per firefighter per hour, two hour minimum)	37.16
Engine unit (per hour, one hour minimum)	85.00
Ladder unit	125.00
Life safety unit (medical staff, ambulance) services are obtained through St. Johns County Fire Rescue	

Auxiliary fire unit: If an event restricts access to areas of the city to the extent that the Fire Marshall determines an auxiliary fire unit is required so as not to diminish response time to any area of the city, the event must pay the cost of that unit which requires a minimum of two firefighters and one engine. Actual size of auxiliary fire unit is determined by event size and duration.

Large events and those requiring multi-jurisdictional participation must be reviewed and approved by the Risk Assessment Team which will determine staffing and equipment requirements. and will develop the incident action plan.

Sample: Scheduling Request

January 1, 2013

City of St. Augustine
P. O. Box 210
St. Augustine, FL 32085

Attn: Public Affairs Department

I am writing on behalf of the Downtown Club to inquire as to the availability of dates and space for the annual Big Downtown Event.

The proposed dates are Friday, Saturday and Sunday, November 2, 3 & 4, 2013. The proposed site is Francis Field. We estimate approximately 10,000 attendees over the entire time with half attending on Saturday.

The Big Downtown Event includes family-fun games, small rides for children, local food booths, and a music stage. Beer and wine will be sold.

Please let me know as soon as possible if this site and these dates are available so that we might continue with the process of securing the them for the Big Downtown Event

Thank you,

Jan Doe
President
Downtown Club

Sample: Scheduling Confirmation

January 10, 2013

Jan Doe, President
Downtown Club
P. O. Box 120
St. Augustine, FL 32085

This office has reviewed the scheduling request from the Downtown Club regarding the Big Downtown Event and can confirm the availability of Francis Field on Friday, Saturday and Sunday, November 2, 3 & 4, 2013 as per the request.

Upon receipt of the \$25.00 application fee, specified dates and site will be held for this event.

At least seven months prior to the event, the Downtown Club will submit a complete Operations Profile of the event which will serve as the basis for the cooperative planning with the city. A copy of the Operations Profile form is enclosed. Additional and digital copies are available from the Public Affairs Department.

Thank you,

Event Coordinator
Public Affairs Department

EVENT OPERATIONS PROFILE / CITY OF ST. AUGUSTINE, FLORIDA

Department of Public Affairs / Post Office Box 210 / St. Augustine, FL 32085-0210

Phn: 904.825.1004 / Fax: 904.825.1096 / Web Site: www.citystaug.com Email: info@citystaug.com

EVENT DATE AND SITE

Name of Event: _____

No. years event held: _____ Attendance expected: _____ Attendance last year: _____

Date(s)/hours: Date(s) _____

From _____ (AM/PM) To: _____ (AM/PM)

Set-up date(s): _____ Tear down date(s): _____

Venue: _____ Francis Field _____ The Gazebo/Plaza de la Constitución
_____ The VIC/The Promenade/The Fountain _____ The St. Augustine Municipal Marina
_____ The Willie Galimore Center _____ The Lightner Courtyard

Right-of-way: _____ Parade _____ Procession _____ Run _____ Walk _____ Block Party

Identity the affected right-of-ways _____

EVENT PRODUCER/ORGANIZER

Organization producing event: _____

Address: _____

(Street/P.O. Box, City, State, Zip)

Contact: Person: _____ Title: _____

(Contact person must be on site during event)

Office: _____ Mobile: _____

Fax: _____ Email: _____

Web site: _____

Insurance: Provider: _____

EVENT PROFILE BRIEF

Description: Describe the event's activities (i.e. booths, music, games, cooking on site, beer, wine, etc.)
Include a site plan, use additional space as necessary

Support: Describe support services expected of the City of St. Augustine (i.e. solid waste, water, electrical, security, etc.)
use additional space as necessary

UNIFIED OPERATIONS PLAN

Name of Event: _____

Location: _____
[If location is a Right-of-Way, attach specific route/area of event]

Date(s)/hours: [Including move-in move-out dates.]

Date _____ / _____ (AM/PM) to: _____ (AM/PM)

Date _____ / _____ (AM/PM) to: _____ (AM/PM)

Date _____ / _____ (AM/PM) to: _____ (AM/PM)

Date _____ / _____ (AM/PM) to: _____ (AM/PM)

Date _____ / _____ (AM/PM) to: _____ (AM/PM)

On site primary contact:

Name: _____

Office: _____ Home: _____

Mobile: _____ Email: _____

Event description:

Brief description of event

Documents, permits, forms, required by event and status

Special responsibilities / obligations of event organizer

UNIFIED OPERATIONS PLAN / Logistical support by Dept/Div.

Name of Event: _____

Police

Services: _____

_____ Personnel required: _____
Total hours required: _____

Streets & Grounds

Services: _____

_____ Personnel required: _____
Total hours required: _____

Solid Waste & Sanitation

Services: _____

_____ Personnel required: _____
Total hours required: _____

Fire

Services: _____

_____ Personnel required: _____
Total hours required: _____

Property Services

Services: _____

_____ Personnel required: _____
Total hours required: _____

The VIC

Services: _____

_____ Personnel required: _____
Total hours required: _____

Parking

Services: _____

_____ Personnel required: _____
Total hours required: _____

Other

Services: _____

_____ Personnel required: _____
Total hours required: _____

Guidelines for events held on public property in the City of St. Augustine
10.01.12

Event Cost Accounting Work Sheet

Fee description	Fee	Pre-Pay	Post-Pay	Total
Application				
Fee required of all events (nonrefundable)	\$ 25.00			
Site use				
Francis Field				
use fee per event day	\$ 300.00			
use fee per shoulder day	\$ 150.00			
The Gazebo / Plaza de la Constitución				
use fee per day	\$ 200.00			
St. Augustine Municipal Marina				
use fee per day	\$ 500.00			
The Willie Galimore Center				
Large room use fee per hour	\$ 35.00			
Small room use fee per hour	\$ 25.00			
Both rooms use fee per hour	\$ 55.00			
The Lightner Courtyard				
use fee per hour (one hour limit)	\$ 200.00			
The VIC/The Promenade/The Fountain Garden				
The VIC use fee per day	\$ 3,000.00			
The Promenade use fee per day	\$ 1,500.00			
The Fountain Garden use fee per day	\$ 500.00			
State sales tax of 6%	\$ -			
Solid waste services				
Roll off - per unit	\$ 175.00			
Roll-off disposal fee (based on volume)				
Dumpster - per unit (includes disposal)	\$ 65.00			
Trash cart - per unit	\$ 10.00			
Streets & grounds services				
Drop off/retrieval (per hour)	\$ 30.00			
Traffic control devices (per unit)				
sign	\$ 5.00			
barricade	\$ 3.00			
cone	\$ 0.50			
water barricade (service personnel/equipment)	\$ 150.00			
Utility services				
Water: initial 3,000 gallons	\$ 16.46			
per additional 1,000 gallons	\$ 4.56			
Electric: Francis Field, based on consumption	\$ -			
Public safety services				
Police				
Personnel (per officer per hour, two hour minimum)	\$ 33.00			
additional costs if equipment is required				
Fire				
Personnel (per firefighter per hour, two hour minimum)	\$ 37.16			
engine unit (per hours, one hour minimum)	\$ 85.00			
ladder unit	\$ 125.00			
Security/damage deposit				
based on event's scope and costs of city services	\$ -			
Total				